



Lirio Montessori

# BILINGUAL (SPANISH/ENGLISH) CHILDREN'S HOUSE GUIDE JOB DESCRIPTION



| Position Title                                                                                                                        | START DATE                                                                                                                           | Hiring Partner        |
|---------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|-----------------------|
| <b>Bilingual (Spanish/English) Primary Montessori Guide</b>                                                                           | February 1, 2024                                                                                                                     | Susana Rodriguez      |
| Employment Status                                                                                                                     | FLSA Status                                                                                                                          | Salary Range          |
| <input type="checkbox"/> Temporary/On Call<br><input checked="" type="checkbox"/> <b>Full-Time</b> <input type="checkbox"/> Part-Time | <input type="checkbox"/> Non-Exempt (overtime eligible)<br><input checked="" type="checkbox"/> <b>Exempt (not overtime eligible)</b> | \$45,000 - 50,000 DOE |

Lirio Montessori partners with families to provide children from all backgrounds access to a high-quality dual-language Montessori education that fosters independence, love of self, and participation in the community. We are a dual language Spanish/English Montessori Children's House located in the Midtown Phillips neighborhood that serves children ages 3 to 6 years old.

Lirio Montessori seeks a full-time Primary Montessori Guide to join our team in living into our mission and vision. We strive to ensure that our school represents the communities we serve and are proactively seeking Spanish-speaking people of color and individuals from diverse backgrounds who share the organization's passion for equity in education.

## Essential Responsibilities

### Preparing the Environment

- Prepare the classroom environment during the opening week of school and maintain the environment throughout the year according to the Montessori training.
- Take time every day, before and after the school day, to maintain and prepare the environment and make sure the Montessori materials are complete, in good repair, and maintained in accordance with the Montessori principles of beauty, order, and simplicity.
- Help maintain the environment outside the classroom--the coat area, the outdoor environment, and other common areas--to keep these areas attractive, orderly, and set up to meet children's needs.

### Classroom Management & Supervision

- Monitor and supervise children within the classroom environment to help them connect with purposeful work.
- Create a purposeful, calm, and focused classroom environment.
- Work with the team to plan the class's daily, weekly, and yearly flow, including routines and rituals around transition times such as arrival, lunch, recess, and departure.
- Protect the physical and mental well-being of the children.
- Take care of the safety and welfare of the children, including keeping children within sight and sound at all times, being always aware of how many children are in your care, reporting any accidents and incidents, and supervising the children in fire and tornado drills.
- Follow all health and safety procedures, including fire and tornado drills and accident reporting.

MWMS is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable. All qualified candidates are encouraged to apply.



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- Keep current CPR, First Aid, and Blood-Borne Pathogen training.

### Teaching and Instruction

- Establish and maintain an Association Montessori International (AMI) primary prepared environment, and create and develop classroom materials in accordance with AMI training.
- Enable the children's independence in daily routines.
- Facilitate the children's concentrated work.
- Consider each child's learning in relation to their personality, development, family, and culture.
- Support the Lirio team in planning and implementing all presentations.
- Utilize and advance lesson-planning and record-keeping systems to monitor each student's intellectual, social, and physical development
- Work in collaboration with colleagues in service of the children
- Take observation notes of the children's work and development, and give direction to the classroom assistant on how and what to observe and record of the children's work. Use these observations to prepare lesson plans and presentations to the children.
- Ensure respect for and provide for children's individual learning differences.
- Help each child reach his/her fullest potential, in accordance with Montessori philosophy.

### Professionalism and Interactions with Colleagues and Families

- Work respectfully and collaboratively with colleagues and families to meet children's needs.
- Participate in family and community events as needed, including back-to-school nights and open houses.
- Participate in opportunities for professional development such as trainings, workshops, conferences, and professional development days.
- Conduct yourself in a professional and positive manner in the school and at all school functions, and in any environment where staff or school families might be present.
- Respect confidentiality in accordance with school policy and state and federal law.
- Help plan and conduct parent education activities.
- Complete twice-yearly conference reports for all children and support the team during twice a year conferences with parents.
- Communicate with parents in regard to their child's work, development, and needs.
- Report any and all accidents or incidents and prepare reports. Notify parents of the accident or incident.

### Attitudes, Knowledge, and Skills

- AMI Montessori Primary Diploma
- BA degree and/or Minnesota Public School Teacher License (must include Kindergarten) preferred
- Commitment to anti-bias and anti-racist equity work
- Experience working with children and families affected by trauma

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- Experience working in the Latinx community
- Native or native-like Spanish verbal, written, and reading skills
- Passion to serve the community: as reflected in student, parent, and community relationships
- Innovative and flexible mindset ready to demonstrate the necessary initiative and drive to work collaboratively and support the team in multiple capacities.
- Computer proficiency with Google applications, Word, and Xcel

**Note**

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. All duties and responsibilities are essential functions to be performed in a typical classroom and school environment and are subject to possible modification to reasonably accommodate individuals with disabilities. This document does not create an employment contract, implied or otherwise, other than an “at-will” relationship.

Lirio Montessori is a school site located in South Minneapolis and part of Minnesota Wildflower Montessori School (MWMS, 4265-07), MWMS is an affiliate of The Wildflower Foundation, and a public charter school authorized by Osprey Wilds. Please visit the MWMS website to learn more about our charter.

Interested applicants should apply by sending a resume and cover letter to Susana Rodriguez at [Susana@liriomontessori.org](mailto:Susana@liriomontessori.org)