

Job Title:

Montessori Middle School Guide (full-time)

Department:

Education

Reports to:

Head of School

Effective Date:

Academic Year 2024-2025

Job Summary:

Lamplighter's middle school classroom cultivates student learning using Montessori philosophy and by modeling behaviors that promote social, physical, and intellectual development. The middle school guide works to help direct 7th and 8th-grade students academically in a prepared Montessori environment that challenges each student to reach their fullest potential. Our middle school guide will collaborate with the Head of School to plan and carry out curriculum, immersion trips, and programming.

Responsibilities:**Teaching**

- Implement a middle school curriculum that follows a model in which students plan, monitor, and assess their work in concert with teacher guidance, instruction, and assessment; in this Montessori environment, students ultimately demonstrate responsibility for their learning and actions.
- Develop a positive rapport with students and parents.
- Teach middle school math (including pre-Algebra and Algebra), language arts, social world, natural world, and personal world.
- Set realistic and age-appropriate expectations for each student.
- Provide accurate and timely feedback to students on their work.
- Protect the privacy and confidentiality of students at all times.
- Champion classroom safety protocols and academic benchmarks for each student.
- Oversee classroom safety and the physical well-being of the students at all times.
- Plan, prepare, and submit lesson plans/subject syllabi to the Head of School for review.
- Maintain a written record of all parent meetings, phone calls, and emails.
- Communicate effectively with teachers, administrative teams, extended care staff, parents, and students.

Classroom

- Cultivate a calm, respectful, organized, clean, and stimulating atmosphere.
- Use positive behavior management techniques individually tailored to each student.
- Maintain positive relationships and communications with parents and peers.
- Coordinate parent/teacher conferences and share informative parent education materials with families.

- Encourage parent participation in the classroom through classroom observations and tours.
- Prepare internal and external reports and documents following federal, state, and local regulations and school standard operating procedures including but not limited to daily record keeping for each student's academic progress, injury/accident reports, and medication/allergy logs.
- Contribute to the school newsletter with photographs creating a visual snapshot of each student's school experience.
- Actively participate in required staff meetings, parent education nights, and professional development opportunities to enhance your skills and knowledge.
- Obtain 30 credits of continuing education annually in compliance with all regulatory entities.
- Adhere to AMS and Lamplighter guidelines and professional standards.

Supervisory

- Assist the Human Resources Manager and the Head of School in interviewing as needed.
- Lead and supervise class immersion trips.
- Organize and participate in the Montessori Model United Nations (MMUN).
- Provide observation input and recommendations to the Admissions Coordinator and Head of School for prospective students.

Required Skills/Abilities:

- Love, patience, and respect for children and an understanding of adolescent development.
- Familiarity with Montessori principles and materials.
- Montessori Accreditation Council for Teacher Education (MACTE) credential with a focus on Secondary I/II, or a commitment to complete training through Houston Montessori Center's Secondary Program. Some travel will be required to complete training. For more information visit: [Secondary 1 and 2 — Houston Montessori Center](#)
- Understanding of AMS/AMI accreditation standards is preferred.
- Ability to travel for training, professional development, and student immersion trips.
- Effective communication skills, both written and oral.
- Strong problem-solving skills are a must.
- Excellent interpersonal and organizational skills.
- Collaborate effectively with team members.
- Excellent time management skills.
- A positive and solution-focused attitude to working life.
- Highly motivated, ambitious, and collaborative.
- Ability to work independently and as part of a team.
- Pass a background check.

Education and Experience:

- College Degree
- Montessori Certification or commitment to complete a Montessori training program
- Proficient with computer technology (Mac computers are used in the school)
- Experience with Microsoft Office 365 and Google Drive

Salary Range: Competitive salary commensurate with experience and academic background.

Benefits:

- Tuition discount for faculty children
- Professional training tuition assistance
- Optional summer camp employment with paid summer camp tuition
- Employee-paid dental, retirement planning, medical, and flex benefit plans which can be deducted on a pre-tax basis
- The first year of employment allotted 10 personal days
- 30 paid days of school breaks and holidays

Physical Demands and Work Environment:

- Physical demands here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions. While performing the duties of this position, the employee is regularly required to talk and hear. The employee is frequently required to use hands or fingers, handle, or feel objects, tools, or controls. The employee is required to stand; walk; sit; reach with hands and arms; climb or balance; and stoop, kneel, or crouch. The employee must occasionally lift up to 45 lbs. Specific vision abilities required by this position include close vision, distance vision, color vision, peripheral vision, and the ability to adjust focus. The noise level in the work environment is usually moderate.

An Equal-Opportunity Employer with a Commitment to Diversity

Lamplighter is proud to be an equal opportunity employer, and as an institution committed to diversity and the perspective of all voices, we consider applicants equally of race, gender, gender identity, color, sexual orientation, religion, marital status, disability, political affiliation, or national origin.

Lamplighter Montessori School is an at-will employer.

Interested candidates, please submit your resume and cover letter to Christy Swatzell at cswatzell@lamplighterschool.org.