



*Guiding children to reach their full potential
and divine purpose.*

Are you looking for an engaging, nurturing, and Catholic environment to work in? Are you wanting to discover your legacy or begin a new journey in the education of children to make a difference in the world?

Children's House Guide

St. Monica's Montessori in Fargo, ND is working to expand their program offerings for Spring of 2023-2024 and/or the following school year. We are seeking an inspired Children's House Guide (CH - ages 3-6). The ideal candidate will guide our students' formation academically, emotionally, and spiritually in an exceptional environment that allows each child to reach his or her potential. Candidates must have a Bachelor's degree, confidence in working with children, and be trained, or willing to be put through training in AMS or AMI Montessori Pedagogy. Faithful practice of the Catholic Faith is also integral to this position.

If you think you might be the right person for this position, then reach out to us today to schedule an interview! St Monica's has a unique mission that we hope you'll want to take part in. Please send a cover letter and resume to Scott Blackwood, Director of School, at stmonicasmontessori@gmail.com to apply.

Position Description and Qualifications listed below.

Position Description

St. Monica's Montessori

Position Title: Children's House Guide

Reports to: Principal

Receives work direction from: Principal

This position is: Full-time, 40 + hours/week position during the school year

FLSA: Exempt: Professional – Teacher

Schedule: 8:00 AM to 4:30 PM

Purpose of Position: Montessori Guide is responsible for creating a positive learning environment based on the best Montessori instructional practices when students grow cognitively, spiritually and emotionally.

School Mission: Combining the truth, beauty, and goodness of the Catholic faith with the genius of Montessori philosophy, we guide children to discover, enjoy, and attain their divine mission in this life and the next. Our students thrive in an environment that values wonder, discovery, community, and independence. The generosity of the community as a whole joins integrally in this task of forming the next generation of children, ensuring families of all income levels have access to a premier education.

General Responsibility:

The Catholic Church teaches that in return for labor, employees have a right to wages and benefits sufficient to sustain life, adequate health care, security for old age or disability, unemployment compensation, healthful working conditions, periodic holidays for recreation and leisure and reasonable security from arbitrary dismissal.

Employees of SMM are subject to the teachings of the Catholic Church. Employment in and by SMM is substantially different from secular employment. School employees must conduct themselves in a manner that is consistent with and supportive of the mission and purpose of the Church. Their behavior must not violate the faith, morals, or laws of the Church, nor may it embarrass the Church or give rise to scandal. Although specific positions may not require that the employee be a Catholic, it is expected that all employees respect Catholic doctrine and religious practices. For employees of SMM, conduct that is inconsistent with the faith, morals, teachings and laws of the Catholic Church is grounds for disciplinary action, up to and including immediate separation.

1) REPRESENTATIVE RESPONSIBILITIES:

- a) To be present, on time and ready for work at all times that the position requires. Includes recognizing when situations require more efforts, seeking approval to put in more time if needed, satisfying responsibilities in a timely manner, providing an example of punctuality and attendance, and generally ensuring all is ready and taken care of.
- b) To participate in creating a productive, harmonious environment, promoting good morale, adequate communication and cooperative teamwork within the staff and community.
- c) Perform the job in a manner consistent with moral, ethical, legal, and financial standards of civil and canon law, and Catholic Church teaching.
- d) Maintain professional standards of confidentiality.

2) DUTIES. The Montessori Guide will.....

- a) Oversee daily operations of the learning environment and maintain the integrity of the room to ensure a clean, orderly, and attractive environment.
- b) Help the Principal supervise, train, and evaluate assistants through observation and mentorship.
- c) Present lessons and assess children in best Montessori instructional practices.
- d) Continue to develop curriculum and Montessori materials to enhance and improve student learning.
- e) Maintain all records, reports, evaluations, assessments, and student records as required by the Principal using primarily, but not limited to, Montessori Compass.
- f) Report and implement disciplinary actions for inappropriate behavior as noted in the school's disciplinary policy in St. Monica's Montessori School Staff Handbook.
- g) Understand, share, and accept the responsibility for the safety and well-being of the children at all times.
- h) Ensure Diocesan and licensing standards are met through the development of materials and lessons to support a safe environment for children.
- i) Make sure the environment is safe per the school's risk management and emergency plans and in line with governmental and accreditation requirements.
- j) Cooperate with the Principal to adhere to budget and spending guidelines as well as proper procedures for child safety.
- k) Work with catechists to assist in the faith formation of children.
- l) Attend and help supervise at school functions outside of the school day and/or off campus as required.
- m) Support the school's mission, purposes, and objectives in a positive manner to parents and outside constituents.
- n) Facilitate conferences, meetings, and communication throughout the school year with parents/guardians.

- o) Help coordinate and implement ongoing formation for parents, i.e. parent education nights, open houses, curriculum nights, etc.
- p) Plan, organize, and supervise co-curricular activities and events during the school day.
- q) Assist the Principal with recruitment efforts including the welcoming of parent and student visitors, child intake meetings and interviews, and enrollment consultation.
- r) Schedule and coordinate specialist time with the Principal and Specialists.
- s) Attend weekly staff and guide meetings, workshops, and professional development opportunities as required by or in consultation with the Principal.
- t) Other duties as may be assigned.

3) TIME EXPECTATIONS. The Montessori Guide must.....

- a) Spend adequate time for the planning of lessons, preparation of the learning environment, and communication with parents/guardians.
- b) Be present to supervise children on school contact days from 8:00 AM to 4:30 PM.
- c) Guide children in the learning environment from 8:30 AM -3:30 PM except during lunch break and designated preparation times.
- d) Spend adequate time for providing proper assessment and record keeping of children's work and proper resetting of the learning environment.
- e) Commit time to professional development and training toward the achievement of personal and school goals.

Responsibilities: While the list above highlights the primary responsibilities of the position, it is understood that the list is not all-inclusive and that the employee may, on occasion, be assigned additional tasks or asked to assist on projects that are not specifically identified in this position description. The effort required for such additional tasks will be consistent with the mental and physical demands of this position.

Title: Children's House Guide

Date: February 2023

Qualifications

1. Adhere to the mission of St. Monica's Montessori School.
2. Being a practicing Roman Catholic is preferred.
3. Have or build an understanding of the Catechesis of the Good Shepherd and work with trained catechists in the faith formation of children. Trained catechists preferred.
4. Have an understanding of the Montessori philosophy of education. Certification from the AMI or AMS Montessori Guide Course preferred. If not, willingness to attend AMI or AMS training.
5. Love God and desire to share their faith with others.
6. Love children and desire to help them in their personal character, virtue, and faith development.
7. Be able to discipline children positively with gentleness, firmness, and consistency.
8. Be able to maintain a positive working relationship with other staff, especially the Principal.
9. Be able to maintain strong relationships with parents; characterized by mutual respect, goodwill, and with the understanding that parents are the primary educators of their children.
10. Maintain professionalism in speech, dress, action, and confidentiality.
11. Bachelor's degree; in Educational preferred
12. Ability to satisfactorily pass a criminal background check

Mental Demands

1. Dependable and punctual
2. Demonstrated ability to work well with others
3. Confidentiality, integrity, and honesty
4. Strong communication skills
5. Ability to follow all guidelines of the Staff Handbook
6. Ability to be pleasant and service-oriented even when exposed to negative influences
7. Keeping supervisor and others informed
8. Maintaining a positive and helpful attitude at all times, even during difficult times
9. Flexibility

Physical Demands

1. Work hours as required per week
2. Maintain a sitting or standing position for long periods of time