



## Elementary Guide

### General Description

The Guide is responsible for the care and safety of the students, the lessons given in both the Montessori Curriculum and the TEKS, and the general care of the classroom, including the materials. The Guide supports Goodwater Montessori School's commitment to realizing its mission, vision, and values.

**Reports to:** Montessori instruction and Curriculum Coordinator

**Number of Days:** 183

### Essential Knowledge and Skills

- Excellent knowledge of Montessori principles, theory, and best practices
- Excellent communication skills with students, parents, and staff
- Excellent collaboration skills with students, parents, and staff
- Excellent record-keeping skills using Transparent Classroom
- Excellent multi-tasking skills

### Major Duties and Responsibilities

- Consistently perform in support of Goodwater Montessori's mission, vision, and values
- Model exceptional character and ethical standards in guiding students at all times
- Effectively and respectfully communicate with students, parents, and staff to ensure collaboration
- Ensure that academic requirements and goals are met in the development of the whole child
- Support students with diverse learning needs
- Work cooperatively with special education teachers to modify curriculums needed for special education students according to guidelines established in Individual Education Plans (IEP)

- Implement appropriate teaching strategies to ensure achievement of academic growth in both the Montessori and TEKS curriculum
- Work closely with the registrar to provide accurate and timely reporting of student data
- Collaborate with teachers to create useful and applicable strategies for curriculum alignment
- Maintain the highest standard of Montessori instruction which is reflected in Albums
- Maintain accurate nine-week student progress data and effectively communicate it to parents through written and verbal communication
- Effectively administer academic support through RTI
- Effectively administer nine-week TEKS review assessments
- Work with other guides to promote a collaborative approach to student assessment
- Create weekly lesson plans and direct implementation of curriculum as expected
- Maintain the highest standards with regard to the prepared indoor and outdoor environments
- Work collaboratively with the assistant to ensure the safety and well-being of all students
- Ensure that the assistant is trained in best practices in the classroom
- Attend and participate fully in all staff and level meetings
- Attend school functions such as parent meetings and fundraisers as requested by the Administration Team
- Adhere to policies as outlined in the Employee Handbook
- Other duties as needed

### **Education and Work Experience**

- Bachelor's degree
- AMI, AMS, or MACTE certification, or in training for Montessori Diploma for appropriate level Preferred
- Texas Teacher Certification Preferred
- ESL Certification Preferred

Goodwater Montessori Public Charter School provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, or disability. In addition to federal law requirements, Goodwater complies with all applicable state and local laws governing nondiscrimination in employment.