

Mountain Laurel Learning Center

Primary Lead Guide

Position Description

MINIMUM REQUIREMENTS: High School Diploma. Montessori Classroom Guide Certification must be completed within one year of start date.

Learning Center Primary Lead Guide Overview

The Primary Lead Guide presents a Montessori based educational program for 3-6 year olds that supports the development of the whole child; this includes the cognitive, emotional, social, physical and spiritual growth of each child who is enrolled in the Primary program.

The Primary Guide creates an environment that demonstrates rapport with, respect for, and kindness toward all students, staff, parents and the community. The Primary Guide models and teaches positive conflict resolution and problem solving strategies in the classroom, as well as between students.

The Primary Lead Guide will act as the first point of contact with Primary families for communications regarding the classroom program and will direct the daily activities of the Classroom Assistant to support the classroom goals.

It is important to note that Scope and Sequence, along with the lesson plans, observation, recording systems, assessment principles, and reporting methods that support it, are all components of a Montessori educational curriculum.

Reports Directly To: Learning Center Director with additional supervision by Assistant Director

Program Coordination

- Work in collaboration with the Learning Center Director/Assistant Director to create and document a comprehensive primary Montessori education program and establish clear expectations of the program for families.
- Work in collaboration with the Learning Center Director/Assistant Director to review and update Learning Center policies and procedures that apply to the classroom setting if the need arises.
- Work in collaboration with the Elementary Program Guides and the Learning Center Director/Assistant Director to plan events, as well as to effectively respond to and resolve any unexpected safety or scheduling issues that may arise.

Classroom Environment/Management

- Demonstrate sufficient knowledge and understanding of Montessori philosophy and strategies in order to plan, organize and deliver a Montessori education program for 3-6 year olds.
- Prepare and organize Montessori learning materials and the classroom environment to meet the needs and interests of the primary students.
- Maintain and model a clean and orderly classroom, always striving for a peaceful, warm, and inviting prepared environment.
- Introduce materials and present Montessori lessons based on observations of each child and their interests. Plan and present both individual and group lessons to the primary students. Follow appropriate sequencing of lessons.
- Observe, monitor and record each child's individual progress through the classroom materials.
- Ensure the physical, emotional, and social safety and well being of the Primary children during program hours.
- Create an environment based on respect for self, others and the world. The guide models and teaches positive conflict resolution and problem solving strategies in the classroom.

Communication

- Establish communication that supports an understanding of the Learning Center's Primary program, develops positive relationships within the MLLC community, and protects the privacy and confidentiality of each child and family that participates in the Learning Center.
- Ensure open lines of communication with parents/guardians. Be available to families in person and through written communication, setting up conferences and educating parents about the Montessori philosophy and materials. Promote an "open door policy" for parents in order to provide feedback on students' intellectual, emotional and social development.
- Cultivate and maintain an atmosphere of respect with all staff, administrators, and board members.
- Be prompt and responsive to requests for information, from parents, staff, and administration.

Administration

- Adhere to the guidelines as established in the Staff and Parent Handbooks and to Learning Center Policies and Procedures.
- Record time worked on a daily and regular basis. Provide notation of tasks completed.
- Comply with DHHR licensing regulations, including child abuse reporting.
- Work with the Learning Center Director and Assistant Director to review files for each Primary Program student and ensure that all required Learning Center forms and documentation have been submitted and are complete.
- Conduct orientation meetings for all new Primary children and their families to introduce them to the classroom, our materials, the Montessori philosophy, as well as Learning Center policies.
- Direct and supervise daily classroom activities of the Primary Classroom Assistant. Assist in evaluations of the Primary Classroom Assistants as requested by the Learning Center Director.
- Communicate with and supervise volunteers or visitors to the Primary classroom. Ensure they adhere to Learning Center policies.
- Prepare an end-of-year narrative for each Primary student. Keep complete records of all parent meetings and/or conferences. Submit narratives and meeting records to the Learning Center Director or Assistant Director within 48 hours of the parent meeting.
- Label all academic and artistic work with student name and date for the primary students and make this work available to the parents.
- Participate in a regular evaluation process, which may include classroom observations, feedback conferences, an annual self-evaluation, and in-person meetings with the Learning Center Director as requested.
- Attend all staff meetings, Learning Center events, and participate in one parent education program each semester. Attend MLLC Board meetings if requested by the BOD.
- Assist with daily facility duties, such as cleaning, securing doors and windows, etc.

Professional Development

- Maintain valid WV STARS certification and remain current with all WV DHHR qualifications.
 - Complete a minimum of 15 hours of WV STARS approved training each year.
- Seek out and take advantage of professional development opportunities.