

Job Description

Lower Elementary Guide – Maternity Leave Coverage

February–June 2025 (16 Weeks)

Childpeace Montessori School is seeking a Temporary Lower Elementary Guide to join our Elementary Program beginning Late February 2026 for a 16-week period to cover a maternity leave. This position will cover the final 16 weeks of the school year, effectively helping to wrap up the academic year.

There will be a planned 1–2 week overlap between the classroom Guide and the person in this role to support a smooth and successful transition for students and staff.

Work hours: Monday through Friday, 8:00 a.m. – 4:00 p.m. during the school year, with occasional evening and weekend commitments.

This is a temporary position for approximately 16 weeks (March–June 2026) and is not eligible for benefits.

Qualifications

Elementary Guides must have a Bachelor's degree in Education or a related field, an AMI Elementary Montessori Certification, and Montessori Elementary classroom experience. Ideal candidates will demonstrate:

- Strong communication and organizational skills
- A collaborative and professional approach to teamwork
- A warm, kind spirit in building relationships with students, parents, and colleagues
- Additional skills in art, music, physical education/movement, or Spanish are highly valued.

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Essential Duties and Responsibilities

Curriculum

- Present the AMI curriculum across all subject areas as outlined in AMI training.
- Assess each child's academic progress through observation and review of work, using additional tools as needed.
- Prepare the classroom environment, plan lessons, and maintain accurate records.
- Support the academic, social, emotional, and physical development of each child.
- Maintain classroom systems that encourage independent and self-managed work.
- Observe and document learning patterns; identify potential learning obstacles and seek appropriate assessment and strategies.
- Maintain confidentiality of each child and family.
- Plan and supervise class activities such as field trips, camp experiences, and going-out opportunities.
- Prepare students for the next program level as appropriate.

Care of the Environment

- Maintain the cleanliness, order, and beauty of the classroom and associated spaces.
- Ensure the didactic apparatus and materials are complete and well maintained.
- Model and support the children's care and responsibility for their environment.
- Contribute to the upkeep and beauty of shared school spaces.

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Classroom Management

- Deliver clear and engaging presentations in individual, small-group, and whole-class settings.
- Promote behavioral self-regulation and use positive phrasing to set expectations.
- Guide problem-solving and conflict-resolution skills with respect and empathy.

Relationships with Parents

- Foster strong, trusting communication between home and school.
- Conduct formal conferences twice per year and provide written progress reports.
- Communicate proactively with parents and maintain professional boundaries.
- Participate in parent education events and support parent observations.

Community Relations

- Maintain punctual, regular attendance and participate fully in school events, meetings, and in-service days.
- Communicate regularly with the Program Director and Head of School about classroom life.
- Model professionalism and positivity in all interactions.
- Contribute to fundraising and community events as appropriate.

Professional Development

- Complete at least 16 hours of documented professional development per calendar year.
- Engage with professional organizations such as AMI/USA, AMI/EAA, OMA, or NAMTA.
- Participate in peer observations, staff meetings, and ongoing professional learning.

Supervision

- The Elementary Program Director will observe, offer feedback, and support professional goals.
- The Director of Finance & Operations may be consulted for HR-related matters.
- The Elementary Guide will directly supervise the Classroom Assistant, providing coaching, mentoring, and written evaluations.

Education and Experience

- Bachelor's degree or higher
- AMI Elementary Certification; M.Ed. preferred
- Experience with elementary-aged children
- Knowledge of developmental needs and tendencies of elementary students

Certificates, Licenses, and Registrations

- Enrollment in the Oregon Central Background Registry
- CPR/First Aid certification
- Food Handler Card
- Recognizing & Reporting Child Abuse and Neglect training
- Documentation of 20 hours of professional development annually (as applicable)

About Childpeace

Childpeace Montessori School is the only AMI recognized school to offer toddler, primary and elementary programs in one convenient downtown Portland location. We also have a middle school program operating adjacent to our Northwest campus. The majority of our administrative staff work out of our main downtown campus in a convenient spot for coffee, urban parks, and beautiful walking trails. While we have staff in multiple locations, we come together often for community building, connection, and support. Childpeace values responsibility, educational excellence, love of learning, sustainability, and equity as important characteristics of our learning environment. Candidates with diverse backgrounds are strongly encouraged to apply so we can best learn and grow together while supporting each child's educational journey.

Childpeace embraces the value diversity brings to our community. Childpeace does not discriminate in its hiring employment practices on the basis of race, color, national or ethnic origin, religion, gender (including pregnancy), gender identity, sexual orientation, a disability that can reasonably be accommodated, age, veteran status, marital status, genetic information, or any other legally protected status. This policy applies to all personnel actions, including recruitment, hiring, training, transfer, promotion and demotion, compensation and benefits, evaluation, discipline, and termination. We expect all Childpeace employees to conform to both the letter and the spirit of all laws governing nondiscrimination and equal employment opportunity. You are encouraged to bring questions or concerns about discrimination to the attention of the human resources manager. You can raise concerns and make reports in good faith without fear of reprisal. All reports of discrimination will be investigated promptly in as confidential a manner as possible.