

**School:** [Petoskey Montessori Children's House](#)

**Job Title:** Elementary Guide

**Send Resume to:** Angie Moulton at [angie@petoskeymontessori.org](mailto:angie@petoskeymontessori.org)

**Job Description:**

We are more than just a school - we are a community!

Petoskey Montessori Children's House, located in Petoskey, MI, serves children from as young as 2 months old in our Infant/Nido Community through our elementary school 5th graders. We are dedicated to uplifting each other, working together, and upholding the educational standards Maria Montessori pioneered over 114 years ago. We believe in a holistic approach to Montessori education, combining academics, practical life, sensorial exercises, and mixed age groups, allowing each child to express their unique gifts, interests, and abilities.

The Details

Petoskey Montessori Children's House is seeking an Elementary Lead Guide for its Elementary Classroom beginning in the fall of the 2024-2025 school year.

The Elementary Lead Guide will be responsible for overseeing the Montessori classroom for students in 1st-5th grades. The Guide will create a respectful, nurturing, and collaborative learning environment. Following a Montessori curriculum, the Guide will support students across all developmental stages and subjects. The ideal candidate will exhibit a kind and calm demeanor when conveying expectations to the children, allowing them freedom of choice whenever possible and redirecting them as necessary.

The Guide will also encourage a cooperative environment in which students take on practical chores/tasks based on individual abilities so that all students can understand they are an integral part of the community. The guide will continually assess students' learning and maintain open communication with parents/caregivers to share progress updates and develop tailored learning plans. The Guide will take special care to identify students' unique interests and work to incorporate those interests into the learning plans.

The Guide will manage the classroom by creating materials, taking inventory, maintaining the physical setup of the room, keeping electronic records and assessments, and any other duties required to prepare and maintain the classroom. The Guide will also provide training, guidance, and supervision to the Teaching Assistant and manage assessments for both internal (colleagues) and external (ISD & Charter School Partners) stakeholders.

The Guide will attend and participate in school events, trainings, and meetings, along with organizing enriching field trips to connect the students with the broader community.

Qualifications:

Hold an Elementary Montessori Credential through an AMI- or AMS-accredited training program

Have a minimum of a Bachelor's degree

Valid Teaching Certificate for State of Michigan, or Teaching Certificate from any state with a reciprocity agreement for Michigan

Minimum three years of experience teaching mixed-age groups of children

Kind and respectful approach with children and adults

Must meet all State-required qualifications, including successfully clearing a criminal background check without exemption.

Must have a valid driver's license

Job Type: Full-time

Pay: \$45,000.00 - \$60,000.00 per year