



**AN EXCITING OPPORTUNITY TO BE PART OF AN ACCREDITED PUBLIC  
CHARTER MONTESSORI SCHOOL AND PROFESSIONAL LEARNING  
COMMUNITY IN WASHINGTON, DC**

**JOB DESCRIPTION: LOWER ELEMENTARY GUIDE**

**Job Opportunity:** Lower Elementary Guide (ages 6-9; grades 1-3)

**Location:** Washington, DC

**School Year :** 2017-2018

**Application Deadline:** Open until filled

*Shining Stars Montessori Academy Public Charter School's mission is to offer a quality Montessori education infused with culturally inclusive principles to guide children to develop to their fullest potential.*

Shining Stars Montessori Academy Public Charter School is one of a handful of public Montessori schools in the nation's capitol. It is also the only public charter school, offering a program from preschool through sixth grade that is accredited by the American Montessori Society (AMS) and Middle States Association-Commission on Elementary and Secondary Schools (MSA-CESS).

Shining Stars Montessori is expanding to add two Lower Elementary classrooms in 2017-2018 and is seeking experienced elementary-trained Montessori Guides/Teachers to join our school family. The school currently has two Lower Elementary classrooms and will enroll 273 students.

**Reports to:** Director of Education

**Essential Responsibilities**

**Major areas of responsibility include, but are not limited to:**

- Understanding and promoting the Shining Stars Montessori Academy PCS vision, mission, and goals to students, parents, and community.
- Deliver the Primary Montessori Curriculum with fidelity while infusing culturally relevant practices and ensuring that state learning standards are being met;
- Develop and administer an authentic Montessori Lower Elementary curriculum and assessments consistent with accredited Montessori training and aligned with the District of Columbia's Common Core State Standards.
- Conduct daily observation/assessments of student learning, and modify instructional methods to fit individual student needs, including for students with special needs, English Language Learners and/or advanced learners.
- Prepare the environment daily to meet children's various needs by ensuring the classroom is well-equipped;



- Organize and maintain a system for accurate and complete record-keeping/reporting for all student activities, to include but not limited to : achievement and attendance as required by Office of the State Superintendent of Education (OSSE) and Public Charter School Board procedures .
- Participate in ongoing professional development, staff meetings and in recommended conferences, training programs, courses, and other areas of professional growth as required by the school .
- Instruct students in the principles of school's Grace & Courtesy and Peace curricular.
- Hold a minimum of two formal conferences yearly with parents to effectively communicate student progress.
- Communicate regularly with parents to promote the school's mission, objectives, and policies and to foster an environment of open communication.
- Be available to the Classroom/Teaching Assistant to provide opportunities to share questions and observations.
- Partake in the school's cycle of evaluation;
- Participate in the establishment and maintenance of an atmosphere of collegial support and adherence to professional standards.
- Model integrity, curiosity, responsibility, creativity, and respect for all persons as well as an appreciation for racial, cultural, religious, linguistic , learning diversity; and
- Be available to assist with additional duties as assigned.

### **Education & Qualifications**

- Elementary certification (ages6-9) from a Montessori Accreditation Committee for Teacher Education (MACTE) approved program (AMS, AMI, NCME, etc.) appropriate to age level being taught.
- Bachelor's Degree from an accredited college or university in Elementary Education or related discipline applicable to the teaching assignment required.
- Valid Licensure or certification in Elementary Education and/ a passing score on Praxis I and II preferred.
- Advanced degrees, multiple credentials (e.g., Special Education, ESOL, etc.), Spanish or French fluency a plus;
- CPR and First Aid certification preferred.
- Teaching experience in a variety of instructional settings, including working with students from diverse populations and a commitment to cultural empowerment and culturally inclusive practices;
- A good listener and communicator.





- A passion for growing independent, confident and intellectually curious children;
- A love of children and sense of humor