



## 2023-2024 Lead Elementary Guide Position

### Sophia Montessori Academy

*Send forth your wisdom from your holy heavens and from your glorious throne dispatch her that she may be with me and work with me, that I may know what is pleasing to you. Wisdom 9:10*

Sophia Montessori Academy is looking for an Elementary Guide who will joyfully and efficiently help build from the ground up, in collaboration with our Director, an exceptional elementary program for children ages 6-12 and join us in supporting our families in their vocational call to guide their children to holiness.

We are a Montessori school founded upon the Byzantine Catholic tradition currently located near the John Paul II Center and Wash Park area (2626 E. Louisiana Ave, Denver CO 80210) and moving to a new location (320 S. Sherman St, Denver CO 80209) over the summer for the 2023-2024 school year.

#### **Vision**

Sophia Montessori Academy is dedicated to offering children an outstanding education where they can discover the wonder of God through the Byzantine Catholic faith, where they have the opportunity to acquire a strong love for learning, and where they can grow to their full potential through academic excellence and service using the Montessori Method of education.

#### **Mission**

Sophia Montessori Academy, is dedicated to serving children preschool through high school and families by inspiring a deep love of the Faith, to assist them in becoming problem solvers, critical thinkers, and fearless leaders. This is accomplished through a rigorous academic, classically-based curriculum following Dr. Montessori's method of education. Our mission is to bring the children into relationship with Christ through a way of life based in Truth, Beauty, and Goodness as we lead them to their full God-given potential.

Our approach is founded on the reality of Christ as the Good Shepherd. Religious education is fostered specifically through the Catechesis of the Good Shepherd and supported through Divine Liturgy and daily prayer.

#### **Job Description**

- Joyfully live and share our Catholic faith with our students and families
- Collaborate with the director in creating an exceptional Elementary program for children ages 6-12
  - Formulate an ideal schedule for students
  - Offer input in formulating a 5 year plan for Elementary
  - Participate in parent education workshops prior to the start of the year
  - Outline materials, classroom, and furniture needs
- Be Montessori Certified and implement the Montessori approach to education in teaching, lesson planning, observation, record keeping, assessments, and daily routines of the classroom.
- Lead our inaugural elementary classroom for children ages 6-9 with active participation in the growth of the program to age 12
- Incorporate Catechesis of the Good Shepherd within the classroom
- Implement Positive Discipline in the Montessori classroom and collaborate with other staff in creating a positive Montessori environment

- Maintain professional and regular correspondence with families through weekly emails, photo albums, conversations with parents at drop off and dismissal, phone calls, in person meetings, conferences, and workshops throughout the year.
- Inform and instruct aides and assistants in the Montessori approach (as needed)
- Ensure the safety and direct supervision of children at all times
- Become familiar with SMA Handbook, procedures, policies, and licensing regulations
- Participate in professional development, staff meetings, and all school events

### **Qualities Needed**

- A profound respect for the teachings of the Catholic faith in all aspects of social, spiritual, and personal life. To live in public accordance with the Magisterium and Tradition of the Catholic faith as defined in the Catechism of the Catholic Church.
  - Openness to learning about and teaching Byzantine Catholic traditions
- Passion for excellent and authentic Montessori education and a desire to learn and grow as a “Saint, Scientist, Servant” and a spirit of humility and charity
- Team spirit and collaborative planning with other team members particularly through expansion efforts
- Ability to voice thoughts, concerns, plans, and ideas within the team in a spirit of collaboration and mutual respect
- Being firm, gentle, and consistent with the children following Montessori’s approach to discipline
- Help maintain clear and appropriate boundaries and smooth transitions
- Tidy and efficient with time, preparation of materials, and lesson planning
- Flexibility in day-to-day plans and activities
- Professional demeanor and discretion with staff, with parents, and the wider community during and outside of school hours
- A striving for excellence in oneself, being compassionate and forgiving of others, and sharing a love for bringing children into relationship with the Lord as He has revealed himself in the image of the Good Shepherd.

### **Requirements and Qualifications**

- A MACTE approved Montessori training in Elementary (6-12) Education
  - At minimum Lower Elementary (6-9) Education
- Bachelor’s Degree
  - At minimum Associate's Degree
- Catechesis of the Good Shepherd Training
  - At minimum Level I with plans to start Level II and Level III
- Completing a Criminal Background Check and Child Abuse and Neglect Records Check
- First Aid, CPR, Universal Precautions
- Virtus Safe Environment Training
- Completing other required trainings such as FEMA, Concussion Prevention, and others

### **Hours and Compensation**

- 7:30am-4:00pm
- Compensation based on experience and qualifications
- Required to be at the school one week before the first day of school and end a week after the last day of school- August 1st start for 23-24 school year due to expansion efforts
- Option to plan and teach summer camps (additional pay)
- Time off subject to coverage by a qualified staff member
- Benefits: \$67.50 per month toward Christian HealthCare Ministries, (Silver Level)
  - This is subject to upgrade and change

**CONTACT**

Pauline Meert- *Director*

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