



AMI Primary Guide

NOPA Montessori is located in the heart of San Francisco and we are expanding! We are opening an additional Primary classroom and are seeking a passionate experienced educator to join our supportive team. Together with the Head of School, you will be setting up a brand new classroom with high quality Montessori materials. This role is for someone who has an appetite and aptitude for leadership. The AMI Guide will ensure a nurturing and positive experience for the children in our care and their families. We offer a highly competitive salary and benefits including health insurance (medical, dental, vision), paid vacation and major holidays, professional development opportunities (including the AMI Refresher Course!), and tuition discounts.

Job Duties

- Guide children with Montessori materials throughout the day
- Keep records of children's progress and lesson plan next steps for each child
- Build relationships with families by meeting regularly with parents, corresponding via email & phone, and sending a weekly newsletter
- Hold parent/teacher conferences twice a year
- Work with our Room Parents to stay connected with the parent community and plan activities to foster connection between parents, staff, and children
- Prepare the environment including cleaning, making, refreshing, arranging and stocking classroom materials
- Collaborate with classroom staff and administration
- Lead classroom staff meetings
- Take children to a public park for outdoor play time
- Be willing and able to follow and implement all pandemic health protocols

Requirements

- Association Montessori Internationale (AMI) Diploma for the 2.5-6 years old
- 12 ECE Credits (at least 6 units completed to begin work, and enrolled in 6 additional units)
- Criminal and Background Clearance
- Able to lift 40lbs
- Love of children and families
- Organized and well spoken
- Must be fully vaccinated against COVID (all our staff are fully vaccinated)

We believe in...

Empowering the individual, across all ages

Fostering a lifelong love of learning

Listening to and respecting an individual's needs and meeting children where they are

Self-expression and creativity

Compassion and honoring yourself and others

Open, honest communication



Allowing space for humanity, balance, and personal growth
Being fully present with our students, parents, and community
Providing an authentic, invaluable Montessori education

How To Apply:

Please learn about our school by visiting <http://www.nopamontessori.com>

Please send resume to: masha@nopamontessori.com

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Please send your cover letter and resume to Masha LePort (Head of School):
masha@nopamontessori.com