



City Garden Montessori School

Elementary Assistant Teacher for the 2024-25 School Year

[City Garden Montessori School](#) (City Garden) is the only Montessori charter school in Missouri, and we are one of the highest-performing charter schools in the state. Our team possesses passion and determination to implement the Montessori approach to educating children in a diverse, public school environment. City Garden is committed to being an anti-biased, anti-racist community and seeks others who are passionate about these values. We are committed to fostering excellence for all City Garden children.

At City Garden we are **redefining public education**, reimagining community, and reinvigorating our world.

City Garden is a community-centered and people-centered organization in an exciting point in our growth and expansion. Ours is an environment that celebrates vulnerability and centers humanity in the workplace. To learn more about City Garden's impact on the community, please read some recent articles about us, found [HERE](#) and [HERE](#).

Assistant Guide (Teacher) – Elementary

City Garden Montessori School is seeking individuals with elementary classroom experience to fulfill the position of Assistant Guide. The Assistant will help the Lead Guide in a mixed-age level classroom. The ideal applicant for this position must possess maturity, strong interpersonal skills, and the ability to establish and maintain connections with the students and families.

Under the direction of the Principal and the Lead Classroom Teacher, the City Garden Montessori School Assistant Guide is a vital support role within the classroom community. The Assistant Guide will encourage the children to be independent and model for them appropriate manners and behaviors, and help the lead teacher facilitate an instructional program delivered with both Montessori and an anti-bias/anti-racist pedagogy.

The Most Exciting Part of the Job

- Assisting the Lead Guide in providing learning that supports the development of the cognitive, emotional, social, physical and spiritual growth of the child
- Assisting individual students in performing activities initiated by the Lead Guide in small group or one to one setting
- Providing supervision and enriching activities during non-academic times including lunch, recess, and afternoon periods as needed

Responsibilities

The following represents a summary of the responsibilities of this position. A detailed job description, may be downloaded [HERE](#).

Provide Support to the Lead Classroom Guide

The Assistant Guide helps the Lead Guide provide instruction that supports the development of the cognitive, emotional, social, physical and spiritual growth of the child.

- Manage the classroom in such a way that protects that lessons given by the Lead Guide
- Encourage the students to be independent and model for them appropriate manners and behaviors.
- Work with individual children or small groups as directed by the Lead Guide

Assist in the Maintenance of the Classroom Environment

The Assistant Guide helps the Lead Guide to prepare, maintain, and enhance the learning environment.

- Assists in establishing and maintaining the Montessori classroom culture, paying particular attention to the needs of the students
- Prepares and maintains the environment, observes behaviors, models grace and courtesy, preserves and protects lessons, and assists in the development of independence
- Engage students within the classroom by interacting and thinking about what is happening around them
- Cleans the classroom and replenishes materials and supplies

Assist in Data Collection and Record Keeping

The Assistant Guide helps the Lead Guide to complete and maintain all records, reports, evaluations, and inventories of student records and tests in a timely manner as may be required by the school. They will participate in training related to data collection and assessment.

Qualifications

- Possess a minimum of an Associate's degree, **Bachelor's degree highly preferred**
- Minimum of Missouri Substitute Teacher Certification preferred
- At least 2 years classroom experience, preferably in a public or urban setting
- Ability to adapt to the changing needs of children and the school environment
- Have demonstrated ability to work cooperatively with others
- Love, patience and respect for children
- Have willingness to assume any responsibilities appropriate for the position
- Demonstrated commitment to equity and anti-biased/anti-racist principles
- Strong written and verbal communication skills

What We Offer

- Ongoing professional development
- Opportunity to contribute to the only high quality public Montessori program in St. Louis
- For those with an interest in pursuing a career in elementary education, a chance to get some hands-on experience in a classroom environment

Benefits

City Garden offers a range of benefits for Full-time employees such as:

- Generous Paid Time-off (Fall, Winter and Spring breaks, holidays, and additional days)
- Paid Health Benefits (Medical, Dental, Vision and Life Insurance)
- Pre-Tax savings for family health premium costs
- Retirement Plan
- Enrollment preference for your child(ren) to attend City Garden's Charter School
- Tuition discount for our Preschool

Schedule

School hours: 8:00 am to 4:00 pm Monday through Friday

Length of School Year: August 1 to the last week in May (10 months), up to 196 days per year, including but not limited to professional development, classroom preparatory work, staff meetings, and assigned work on non-instructional days

Compensation

This is full-time, 10 month academic year position. The pay range is \$17.00 to \$19.00 per hour.

To Apply

Submit your resume and a brief cover letter which highlights why you are interested in this position at this [LINK](#).

City Garden Montessori School is an equal opportunity employer and an organization that values diversity, equity and inclusion. Recruiting staff to create an inclusive organization is a priority, and we encourage applicants from all cultures, races, ethnicities, religions, sexes, national or regional origins, ages, disability status, sexual orientations, gender identities, military or veteran status, or other statuses protected by law. All candidates are evaluated solely on their qualifications to perform the work required.