



Adolescent Lead Teacher/Guide Job Description

Mountain City Public Montessori is a tuition-free public Montessori Charter school for children in grades kindergarten through 7th grade (Fall 2024) in Asheville, North Carolina. Our mission is to provide equitable access to a high-quality, relevant Montessori education to meet the needs of all students and to strengthen our community. An integral part of our mission as an organization is to operate with a lens of diversity, equity, inclusion, and belonging.

Our organizational structure is one of shared leadership that gives our staff the support they need to provide the best learning environment and experience for the students, and allows each individual to focus their attention, energy, and skills on what they do best. Shared leadership enables the school to draw on a larger pool of talent, wisdom, expertise, and experience beyond a single administrator, and nurtures the development of leadership experience and skills within the school, thereby cultivating the next generation of leaders.

We are seeking dedicated and innovative Lead Guides to join the founding team at Mountain City Public Montessori Adolescent Program. Guides' responsibilities include delivering high-quality lessons, assessing and supporting student's individual needs and growth potential, record keeping, and communicating with families regularly. Guides inspire a love for learning in students and create nurturing, engaging classrooms where every student feels included. Candidates must be interested in continually improving their teaching craft, and welcome coaching and support.

Minimum Requirements

- Bachelor's degree
- AMI/AMS diploma in related age group or willingness to complete Montessori training

- Two or more years of classroom teaching and management experience in a public school and/or Montessori environment
- North Carolina teaching license or willingness to complete North Carolina Residency License

Responsibilities

Guiding (Leads in these areas)

- Fully implements Montessori's plan of work and study including the farm (in an urban setting), the residence (through trips), the store, and the guest house.
- Prepares students and families for success with shared procedures and Grace & Courtesy
- Design and implement a microeconomy program
- Design and implement a fundraising program
- Create 3 Period Lesson plans to support individualized instruction in Humanities/ Language or Mathematics/ Science
- Plans and presents lessons according to a collaboratively developed Montessori curriculum based on place and connection to the land
- Plans and implements guest speakers and off campus learning for each unit
- Records lesson plans, presentations, and observations in shared platform
- Gives diagnostic lessons and assessments to identify student's skills in first 3 weeks and throughout the year
- Evaluates student's academic progress by reviewing data from platforms and assessments
- Identifies Key Children in need of further support
- Collaborates with families to implement Action Plans for students in Child Study
- Communicates with every family regularly
- Willingness to plan and attend overnight trips

Teaming (Collaborates in these ways)

- Holds team check-in with co-teacher daily
- Creates written notes of meetings, accessible by Coach
- Participates in co-teacher meetings, team and school-wide planning and professional development

- Collaborates with guest experts to implement creative and physical expression classes
- Collaborates with team to implement shared curriculum
- Leads classroom family communication and meetings
- Participates in Child Study & Curriculum Talk meetings
- Holds conferences with families according to school schedule
- Responds to colleagues and families within 24 hours M-F
- Co-plans with Exceptional Children's Educators to align instruction and support children's growth
- Participate in MCPM's Teacher Directorate, with an opportunity to serve on the school's Advisory Council

Growing (Commits to these professional development opportunities)

- Reflects with the Montessori Coach in regularly scheduled meetings at least weekly
- Sets goals for improving practice weekly
- Co-creates annual professional growth goals with the Montessori Coach and Curriculum Director
- Gives and receives written evaluation feedback at least once yearly
- Sends surveys to families and analyzes data to identify at least one change to your practice
- Pursues opportunities for professional growth annually
- Offers coaching/PD to others on your team

Qualifications

- Ability to generate weekly lesson plans that align with MCPM Curriculum Map
- Maintain record keeping to track student progress
- Willingness to follow Child Study Protocol (a Montessori-based Response to Intervention tool) and partner with Exceptional Children's Educator to implement classroom-based IEP requirements
- Values service to all students, regardless of background or needs, in an inclusive and supportive setting
- Ability to build meaningful relationships with students, parents, and staff

Compensation & Benefits

Mountain City Public Montessori's compensation philosophy is to pay competitively as compared to the surrounding LEAs to ensure the ability of our staff to live and thrive in our community. The hiring salary range for this role is determined by years of experience and qualifications. Mountain City Public Montessori is committed to internal pay equity throughout our organization. We offer a competitive benefits package with comprehensive health benefits utilizing the state health plan. All staff members are equipped with the tools needed to succeed, including relevant and quality professional development, laptop computer, email, and all necessary supplies.

- Salary offer is commensurate with professional experience and is based off NC state teacher salary schedule
- Priority enrollment for staff children
- Participate in the North Carolina State Employee Health Plan
- SIMPLE IRA with employer match
- Paid time off
- Paid professional development opportunities

Additional Information

Equal Employment Opportunity: Mountain City Public Montessori provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training. All your information will be kept confidential according to EEO guidelines. We are welcoming applicants with diverse lived experiences to join our team!

Adolescent Humanities/ Language Guide Description

The Humanities/ Language Guide leads a 7th- 8th grade learning community using the Montessori method in the prepared classroom environment. This

position will teach history and language arts using a place based model incorporating the farm, microeconomy, and guesthouse whenever possible. Guides also ensure that all students are meeting North Carolina Standards within the Montessori framework. Guides meet weekly with the Montessori Coach for ongoing support and coaching.

Adolescent Occupations/ Mathematics Guide Description

The Occupations/ Mathematics Guide leads a 7th- 8th grade learning community using the Montessori method in the prepared classroom environment. This position will teach math and science using a land and place based model. Lessons will incorporate the farm and microeconomy. Guides also ensure that all students are meeting North Carolina Standards within the Montessori framework. Guides meet weekly with the Montessori Coach for ongoing support and coaching.

Application Process

Interested applicants may submit a CV, two letters of recommendation, and a cover letter.