

2026-2027 Job Description - Instructional

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| Job title | <i>Lower Elementary Classroom Guide</i> |
| Guided and Supported by: | <i>Lower Elementary Coordinator</i> |
| Position Status | <i>Regular Full-Time, exempt, 192 workdays (according to the academic calendar); 7 paid holidays</i> |

Organization purpose

Montessori del Mundo (MdM) is a public Dual-Language Montessori charter school in Aurora CO. MdM follows the Montessori philosophy and curriculum and uses a research-based dual language model with the goal of bilingualism and biliteracy for all students. Academic instruction is in both Spanish and English to prepare students for the future bilingual world.

This role exists for the purpose of

This role exists to create a physical, social, and emotional environment that supports all children in developing the social, emotional, and academic tools necessary to flourish and become bilingual leaders.

Accountabilities and Expectations

- Providing individualized instruction to 1st - 3rd grade students in a multi-age Montessori classroom
- Establishing and maintaining the physical environment of the classroom, including material creation
- Developing a positive, productive classroom culture leading to normalization
- Investing in families by building and maintaining positive relationships with parents
- Observing and analyzing student work to support planning and delivering appropriate instruction
- Organizing and supervising field trips
- Regularly updating and maintaining the record-keeping system per best practices and legal requirements to track student progress
- Providing effective literacy instruction targeted at bilingual literacy development
- Supervising students and ensuring their safety
- Submitting student progress reports and other required paperwork on time
- Supporting and guiding the assistant teacher (if applicable)
- Supporting daily operations with regularly scheduled morning, midday, and/or dismissal duties
- Providing a spirit of hospitality at school gatherings, public events, and family engagement activities
- Collaborating with all members of the school community
- Maintaining an observation diary

Qualifications/Individual Education and Experience

Required:

- Bachelor's Degree and a passing score on Elementary PRAXIS
- Lower Elementary Montessori Certificate
- Bilingual - Native or native-like fluency in Spanish AND English, ability to provide instruction, communicate with parents, and participate in staff meetings in both languages
- Evidence of passing the 45-hour evidence-based training in teaching reading as required by the READ Act
- Evidence of completion of the Lexia LETRS training program or willingness to complete it during the first year of employment
- 2 years of teaching experience in a Montessori Classroom and/or at a Dual Language Program

Preferred:

- Previous experience teaching in a public Montessori setting
- 3+ years of teaching experience in a Montessori Classroom and/or in a Dual Language program
- Experience working with State Standards

Skills and Abilities/Individual Capacities

- Enthusiasm and commitment to our vision and mission, Dual Language Education and Montessori Philosophy
- Solution-oriented; takes the initiative to resolve conflicts
- Demonstrated ability to facilitate and foster collaboration
- Demonstrated ability to analyze and make decisions based on summative and formative data
- Ability to lead from a foundation of Justice, Equity, Diversity, and Inclusion
- Ability to effectively manage time and competing priorities
- Experience with and passion for working with Second Language Learners, families from diverse backgrounds
- Desire to learn and grow as a professional; open to feedback, collaboration, and compromise
- Commitment to building long-term relationships with students, parents, and colleagues

Working conditions

This position will require the employee to move about the classroom and building regularly including climbing stairs, getting up and down from the floor, walking on uneven surfaces (playground), and may involve sitting or standing for extended periods. There are occasions when you may be required to be outside for a short period in inclement weather. This position requires some flexibility to attend occasional events on evenings and/or weekends throughout the year in support of the community.

Physical requirements

This position will require sitting, standing, bending, reaching, and occasional climbing on stools. Candidates must be able to navigate stairs and lift up to 20 lbs.

Supports and Guides (Direct Reports)


Classroom Assistant, if applicable for this classroom

Salary

The full-time starting salary range for this position is \$46,500 - 61,600 annually, depending on experience and education.

Application:

To apply, send an email with the subject line: **Lower Elementary Guide** to [hiring@montessoridelmundo.org](mailto: hiring@montessoridelmundo.org). Include your resume (in English), a cover letter describing why you are interested in the position and what qualities you bring to your work (in Spanish), and your teaching philosophy (1 - 2 pages in the language of your choice).

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| Approved by: |  |
| Date approved: | January 20, 2026 |
| Reviewed: | January 2026 |

Montessori del Mundo will endeavor to review and update job descriptions annually.