

# Elementary Support Guide



We are looking for an enthusiastic, experienced team player to promote a dynamic learning environment at Escuela del Sol Montessori, New Mexico's oldest independent not-for-profit Montessori school. Together with its Harwood Art Center, Escuela is a unique and inspiring learning community. Our faculty consists of highly qualified, experienced and engaged professionals who model our mission: To Inspire a Passion for Life-Long Learning. We value the arts, outdoor education, social responsibility, and classroom cultures rich in grace and courtesy. If you have the ability to combine intuition, creativity, best practices, inspiration, humor, grace and empathy in your teaching practice, Escuela could be a place for you to thrive.

The ideal candidate for the Support Guide position will have AMI or AMS Elementary (6-12) training and classroom experience. First and foremost, we are looking for a person with a centered, healthy and focused attitude who understands that they work in concert with families and colleagues as well as students. Apply via this link. Detailed job description available upon request; pay is commensurate with experience; strong benefits package available.

## POSITION SUMMARY:

- General supervision and support of about 25 children indoors and outdoors
- Assist in the preparation and maintenance of the classroom environment, outdoors and indoors
- Participate in school event planning and implementation
- Attend staff meetings, parent teacher conferences, and any special meeting(s) requested by the administration
- Assist in record keeping and communication with parents
- Work collaboratively w/ faculty and staff to create a positive environment for exploration, growth and learning

## REQUIREMENTS AND PREFERENCES:

- Has experience working with children
- Is willing to take time to learn about Escuela del Sol Montessori, its educational philosophy and mission
- Is willing and able to make the transition from theory to practice
- Has excellent communication and organizational skills
- Has a strong work ethic and pays attention to details
- Interacts and communicates in a respectful, courteous and articulate manner; asks for help or clarification when needed
- Is able to respond in a calm, effective manner no matter the situation
- Preference will be given to bi-lingual (Spanish / English) applicants
- Bachelor's degree is preferred

## SCHEDULE AND COMPENSATION:

- Full time position to begin first week of August
- Monday – Friday normal business hours PLUS occasional evenings, weekends, as required for full school participation and training
- Compensation commensurate w/ experience and education  
Starting salary range \$28,000 – \$32,000
- Benefits available (health, dental, retirement)

The above information is intended to describe the most important aspects of the position. It is not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required in order to perform the work.

Please apply at <https://escueladelsol.wufoo.com/forms/employment-application-elementary-support-teacher/>