



Good Shepherd Montessori School is a diverse, cooperative learning community that uses the Montessori method to nurture the character and uniqueness of the child and to inspire wonder and a joy of learning. The school fosters spiritual growth in the Christian tradition and cultivates compassionate relationships with all people and just stewardship of the world's resources.

Job Title: Lower Elementary Guide
Starting August 2024

We believe respect for the child is the foundation for academic excellence and that children grow at their own pace, following their inner drive to learn. Our faculty and staff guide children academically, emotionally, and spiritually, fostering an intentional learning environment that prizes cooperation over competition. We employ the Catechesis of the Good Shepherd to create space for children to contemplate their relationship with God and the cosmos, one another, and the wider community. We use brain-body regulation strategies to ground our students, build loving relationships with them, and help them stay in the right frame of mind for learning. We reserve time for weekly land-based learning opportunities as well as art and music instruction. We are not afraid to think outside the box to find better ways to serve each student. We see challenges as opportunities for growth and work collaboratively with our students, parents, and colleagues to create possibilities for each child to thrive.

If this resonates with you, consider applying to work with us.

Job Description

The lower elementary guide plans and provides appropriate learning experiences for students aged 6–9. The guide is responsible for the holistic education that attends to the spiritual, intellectual, emotional, and physical development of all students in their classroom.

Minimum Qualifications

- Bachelor's degree
- Experience working with children aged 6–9
- Appreciation of and desire to carry out Good Shepherd's mission to nurture the character and uniqueness of each child

- Working knowledge and appreciation of the Montessori approach to education and willingness to pursue Montessori training/certification if not certified

Preferred Qualifications

- Bilingual (English/Spanish)
- Montessori certification (preferably AMS or AMI) through an accredited Montessori training program (MACTE)
- Three years of classroom experience with children aged 6–9

Essential Duties and Responsibilities

- Support Good Shepherd’s mission to foster holistic education that attends to all students’ spiritual, intellectual, emotional, and physical development.
- Plan, implement, and maintain a clean, orderly, and attractive Montessori prepared environment to meet the developmental needs of children aged 6–9.
- Plan, prepare, and present lessons within the Montessori pedagogical scheme for all curricular areas.
- Observe student activity and modify lesson planning based on observed needs and interests.
- Develop and modify instructional plans and materials to meet the needs of all students.
- Document individual students’ challenges and attempted interventions and, if necessary, refer for external support through the South Bend Community School Corporation.
- Use positive discipline strategies to set limits and boundaries for children to optimize the Montessori learning environment for all students.
- Model and support students’ use of peace-building and conflict-resolution strategies to handle peer-to-peer relationship challenges.
- Maintain up-to-date student academic records and prepare progress reports.
- Consistently offer a welcoming presence to students and families in all interactions, including at school, during parent meetings, and in verbal and written communications.
- Establish positive relationships with students characterized by mutual respect.
- Communicate effectively with students to ensure adequate instruction and holistic development.
- Communicate effectively with colleagues and the administrative team.
- Communicate effectively with parents to help them understand the details and implementation of the Montessori approach and their child’s progress.
- Supervise classroom assistant, assigning tasks to be completed within the workday, and supporting their professional development by answering questions, sharing observations, and offering guidance.
- Conduct prospective student assessments.
- Attend and participate in school functions with a spirit of hospitality.
- Assist in planning and delivering parent education programs.
- Understand and promote the school’s mission, purposes, objectives, and policies to parents and other outside constituents in a positive manner.
- Other duties as assigned.

Job Details

- 10-month, salaried position
- Typical working hours: 7:45 a.m.–4:00 p.m. and school events
- Benefits include medical, dental, and vision insurance; paid sick leave and personal leave; scheduled time off for professional development; and child tuition discount.

To Apply: Send a cover letter and resume to Katie Rutledge at jobposting@gsms.org.