



ROLE: Early Childhood Montessori Guide (Ages 3–6)

LOCATION: South Bend, Indiana

SALARY: \$40K – \$46K, based on experience

One-time relocation bonus of up to \$10,000

STARTING AUGUST 2026

Mission

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.

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 relationships with God and the cosmos, with one another, and with 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 primary guide plans and provides appropriate learning experiences for students aged 3–6. The guide is responsible for the holistic education that attends to the spiritual, intellectual, emotional, and physical development of all students in their classroom.

Qualifications

- Bachelor's degree
- Montessori certification (preferably AMS or AMI) through an accredited Montessori training program (MACTE)
- Experience working with children aged 3–6
- Appreciation of and desire to carry out Good Shepherd's mission to nurture the character and uniqueness of each child
- Three years of classroom experience with children aged 3–6
- Bilingual preferred (English/Spanish)

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 3–6.
- 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.
- Grow the classroom curriculum through material-making.
- Use positive discipline strategies to set limits and boundaries for children to optimize the Montessori learning environment for all students.
- 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, as well as their child's progress.
- Supervise classroom assistants, 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.

A Day in the Life: Eager children ready to ask you loads of questions will greet you most mornings. Working alongside two classroom assistants, you'll collaborate, troubleshoot challenges, and craft solutions to ensure your students thrive. You will

present lessons to students and coach them in practical and academic tasks, watching them take ownership of their learning and grow as leaders in the classroom. You will model compassionate care and academic curiosity for students, fostering both through your classroom management. You'll spend time outdoors daily—rain boots and a warm coat are a must. You will hear exciting observations from the students, witness aha! moments, and hold space for sadness and heartache. Sometimes you will assist the youngest students with personal care when accidents inevitably happen.

Since Montessori classrooms are multi-age, you will work with some of your students for three years. The relationships formed will help you navigate the ups and downs of working with young children. Through collaboration with your colleagues, you will continue to grow in your knowledge and wisdom of Montessori philosophy and practical classroom management strategies. You'll be a part of a school community with a big goal of working toward peace and social and environmental justice, one child at a time.

Job Details

- 10-month, salaried position
- Salary range: \$40,000–46,000 based on experience, with available one-time relocation bonus up to \$10K
- Typical working hours: 7:45 a.m.–4:00 p.m. and school events
- Medical, dental, and vision insurance (school pays 75% of the premium)
- 7 days paid sick leave and 2 days personal leave in addition to school breaks and holidays
- 3 professional development days
- 2 sabbatical days for personal and professional renewal
- 80% tuition discount (staff pay a maximum of 20% of tuition for any of their children enrolled at GSMS)

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