



## Siembra Montessori Supporting Guide

Centro Tyrone Guzman, a 501 (C) 3 non-profit agency for Latino families, located in Minneapolis, MN is seeking a full-time (40 hours), experienced, creative Siembra Montessori Supporting Guide. The Supporting Guide is responsible for maintaining adherence to the Montessori philosophy, as defined by the Association Montessori International, and to the mission of the school during the afternoon/extended day hours.

The Siembra Montessori Supporting Guide's primary responsibilities are to:

- Assist the Lead Guide in daily observations of children, keeping precise and detailed records of work.
- Plan for and supervise the environment, including children's use of Montessori materials, during the extended afternoon program 3:00pm-6:00pm Monday-Friday.
- Support efforts to monitor and evaluate each child's developmental goals under the guidance of the Lead Guide and the Education Department Administrator.
- Participate in the planning and maintenance of indoor and outdoor environments.
- Participate in conferences with parents/guardians twice a year.
- Model professional and ethical standards when interacting with children, parents, colleagues, and the community.
- Communicate and interact in an appropriate, respectful, and culturally affirming manner with parents according to the procedures and standards of Siembra Montessori.
- Attend, plan and/or participate in staff meetings, parent education events, school-wide celebrations, etc. as requested by Education Dpt. Administrator and/or Lead Guide.
- Maintain the confidentiality of records and information regarding children, families, and other staff in accordance with accepted professional standards and state and federal laws.
- Continue professional growth through attendance at workshops, seminars, conferences, in-service opportunities, coursework and/or other educational opportunities to increase knowledge of ways to support each child's optimal growth.

Requirements:

- AMI primary diploma
- DHS Rule 3 Assistant Teacher requirements, 4-year college degree preferred
- Bilingual, bicultural (English / Spanish)
- Strong interpersonal and organizational skills
- Excellent written and oral communication skills in Spanish and English
- Ability to establish and maintain collaborative relationships with children, parents, and staff of diverse socioeconomic backgrounds
- Have a positive and open attitude towards children
- Demonstrated ability to work independently and collaboratively as part of a team

Salary \$18.50-\$19.50/hr depending on qualifications. Position is eligible for benefits.

Applicants are requested to submit a letter of interest, resume and three (3) professional references.

Email applications to: [cfischer@centromn.org](mailto:cfischer@centromn.org)

**Position will be open until filled. Ideal start date is June 17, 2019.**

### **Centro Tyrone Guzman is an equal opportunity employer**

All qualified applicants will receive consideration for employment, regardless of their race, color, creed, religion, national origin, gender, disability, age, marital status, ancestry, sexual preference, or status with regard to public assistance.

To learn more about Centro Tyrone Guzman, please visit us at [www.centromn.org](http://www.centromn.org). We are also listed with Charities Review Council and Guide Star.