



Assistant Guide Primary (3-6) or Lower Elementary (1st - 3rd)

We're hiring an experienced leader to join our team as Assistant Guide at the **ONLY** public Montessori School in Nashville!

Invictus Nashville Mission. Invictus Nashville is the city's **first public Montessori charter school**, committed to bringing the beauty and rigor of authentic Montessori education to all families—tuition-free. Our mission is to prepare K-8 students to become engaged members of society by helping them discover their unique path to personal and professional freedom. Through a diverse culture, personalized learning, and community service, Invictus graduates will embody both the **habits of success** and a **heart for service**.

We believe that Montessori education should not be a privilege; it should be **accessible to every child**. Joining our founding team means helping shape a model for equitable, whole-child education in the public setting.

The **Assistant Guide** is an experienced educator who partners closely with the Lead Guide to bring Montessori philosophy to life in a public charter setting. The Assistant Guide supports the preparation and maintenance of a fully prepared environment, contributes to individualized instruction, and helps ensure that every child receives consistent care, structure, and guidance.

We're seeking an Assistant Guide with a deep grounding in Montessori principles, belief in student-centered learning, and the adaptability needed for a start-up setting. As a founding culture-builder and instructional partner, you'll create daily classroom stability and warmth while upholding high expectations for instruction, consistency, attendance, and a fully prepared environment.

Key responsibilities include, but are not limited to:

Planning and Instruction

- **Partner with the Lead Guide** to observe children, prepare the learning environment, and deliver lessons as directed, ensuring students receive individualized Montessori instruction aligned to state standards.
- Provide academic support through **answering student questions, grading assignments, giving assessments**, and reinforcing lessons, in alignment with Montessori scope and sequence.
- Assist with daily **documentation and observational record-keeping**, including grades, anecdotal notes, and other data that informs instruction and interventions.

- Support the development and implementation of **student intervention plans** (RTI or similar) in collaboration with the Lead Guide and Student Support Team.
- During non-instructional time, contribute to classroom readiness by **preparing Montessori works, cleaning, organizing, and resetting the environment** to support concentration and independence.
- Serve as a **mentor and point of contact** for a small, assigned group of students within the daily mentoring program, supporting academic and social-emotional growth.
- **Assume the lead role when the Lead Guide is absent**, ensuring continuity of instruction, culture, and safety.

Classroom Culture

- Support a classroom community grounded in **peace, order, respect, grace, courtesy, and positive discipline**, modeling calm, warm authority.
- Foster habits of excellence and responsibility through practices such as **connecting before redirecting, matching children to meaningful work, using a warm tone, and reinforcing virtuous literature and reflection**.
- Actively supervise and support students in all environments—**classroom, transitions, playground, bathroom breaks, lunch, and field experiences**—so that expectations stay consistent across the day.
- Uphold Invictus values by engaging students with **empathy, clarity, and strong relational trust**, helping children feel safe, known, and capable.
- Be a daily **model of character, virtue, and professionalism**, reinforcing the school's habits of success.

Family Communication

- Participate in shared classroom family communication, including **parent-teacher conferences**, progress updates, and relationship-building communication.
- Assist in preparing and contributing to **monthly progress reports and quarterly report cards**, ensuring clarity and accuracy.
- Support a strong home-school partnership by helping families understand Montessori practices and how to reinforce them at home.

Professional Development and Relationships

- Engage in **weekly formal check-ins with the Lead Guide**, offering updates, reflection, and shared planning for student success.
- Observe the Lead Guide and provide **supportive feedback at least twice per term**, contributing to a culture of continuous improvement.
- Participate in **biweekly check-ins** with academic support team members and actively engage in teacher meetings, team planning, data reviews, and schoolwide professional development.
- Embrace coaching and feedback with **a growth mindset**, contributing to an adaptive, evolving school community.

- Support other school responsibilities as assigned, consistent with a founding-team/start-up environment.

Qualifications

- Preferred experience working or volunteering in **high-need communities and/or Montessori environments**.
- **Associate's degree and/or appropriate childcare credential preferred**; Bachelor's degree in education or related field welcomed.
- At least **two years of experience working with elementary-aged children** in instructional or youth-development settings strongly preferred.
- Strong understanding of (or willingness to learn) **Montessori principles, child development, and prepared environment practices**.
- Demonstrated ability to support **structure, consistency, and professional attendance habits** that create classroom stability.
- Strong interpersonal, verbal, and written communication skills; ability to collaborate across diverse teams.
- Commitment to **equity, inclusion, culturally responsive instruction, and anti-bias classroom practices**.
- Flexibility, initiative, and ownership mindset required to thrive in a fast-paced **public charter start-up**.
- Demonstrated ability to build strong relationships with students, colleagues, and families.

Travel: This role may require up to **15% travel**

Compensation and Benefits

- **Annual Salary:** \$40,000–\$55,000 (based on experience and credentials)
- **Sign-On Bonus:** \$1,500 for Montessori-Trained Assistant Guides
- Health, dental, and vision insurance
- Paid holidays and PTO
- Ongoing professional development, coaching, and career growth opportunities

Interested Applicants

Please apply using the following [form](#)

You can learn more about our school by visiting our website: <https://www.invictus-nash.org/>

Invictus Nashville is committed to a policy of Equal Employment Opportunity (EEO). We will not discriminate on the basis of age, sex, race, color, creed, religion, ethnicity, sexual orientation, gender identity, gender expression, national origin, alienage or citizenship, disability, marital

status, military or veteran status, or any other legally recognized protected basis under applicable federal, state, or local laws, regulations, or ordinances.

Our leadership is dedicated to ensuring the fulfillment of this policy. When requested, we are committed to reasonably accommodate employees and applicants with disabilities or special needs that may require an accommodation.