

*The*  
POST OAK  
SCHOOL



**Position Title:** Elementary Lead Guide

**FLSA Classification:** Exempt, academic-year (10-month) position

**Reports To:** Elementary Director

**Hours:** 8:00 a.m.– 4:00 p.m.

**Position Starts:** 2026-2027 School Year

### **Summary**

The Elementary teacher is a full-time, ten-month position responsible for implementing Montessori curriculum in an Elementary program for ages 6–9. This role includes:

- Modeling a positive regard for the children, their work, and their personal dignity
- Preparing an environment for optimal growth and development—academic, social, physical, and emotional
- Guiding and assessing students through the Montessori Elementary curriculum
- Creating lesson plans and record-keeping systems to follow student progress
- Mentoring and facilitating a collaborative partnership with the classroom assistant teacher
- Implementing a “going out” program
- Engaging in collaboration with faculty and staff
- Communicating with families on a regular basis to share student progress (2 conference periods)
- Attending overnight experiences for the students (grades 3 and up)

- Utilizing Transparent Classrooms to prepare conference reports and communicate regularly with parents
- Attending faculty and team meetings
- Attending school-wide after school events as part of community and program support

## **Qualifications**

The well-grounded candidate will have experience teaching Elementary students in Montessori environment. We are looking for people who possess:

- Bachelor's Degree
- AMI/AMS Elementary Diploma
- A general knowledge of Elementary content areas
- A never-ending passion for personal learning
- The ability to creatively match academic and real-world challenges to a variety of student skill levels
- The ability to create a learning environment that engages students
- Commitment to the goals of Montessori education
- Experience working in a Montessori classroom environment preferred

## **Physical Requirements and Work Environment**

Regularly sit, talk, and listen

Regularly uses close and distance vision

Assist with car line duties to ensure safe and efficient student drop-off and pick-up.

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