



**Montessori School of Lake Forest is hiring for the 2025–26 School Year
Upper Elementary Montessori Guide Opportunity**

ROLE: Upper Elementary Montessori Guide

LOCATION: Lake Forest, IL

SALARY: \$45,000–\$75,000, DOE

Montessori School of Lake Forest (MSLF) seeks a dedicated and experienced Upper Elementary Lead Guide to join our vibrant school community for the 2025–2026 academic year. This is a unique opportunity for a Montessori-trained educator to bring vision, confidence, and collaboration to a well-established program rooted in authentic Montessori principles.

Located on a breathtaking campus nestled in nature, MSLF serves children from parent-infant through adolescence in a community grounded in respect, curiosity, and the development of the whole child. The school offers a host of enrichments for students, which are developmentally aligned and used to enhance the Montessori experience of the children.

The Upper Elementary Lead Guide will join a team that values autonomy, collaboration, and a deep commitment to educational excellence. Reporting to the Head of School, the Lead Guide works in partnership with an assistant, enrichment specialists, and families to guide each child's academic and personal growth in alignment with the Montessori method and the school's mission to cultivate curiosity and a lifelong love of learning.

The ideal Upper Elementary Guide at MSLF will have:

- Montessori certification from AMI, AMS, or another MACTE-accredited training center, aligned with the age level of the classroom
- A bachelor's degree (or higher) in education or a related field
- At least 1 year of lead teaching experience in a Montessori classroom
- A deep understanding of Montessori philosophy and a demonstrated commitment to authentic Montessori practice



- A collaborative spirit and the ability to build strong relationships with children, families, and colleagues
- A passion for fostering independence, curiosity, and a love of learning in children
- A commitment to professional growth and reflective practice
- An openness to engaging with MSLF's mission of cultivating joyful, self-motivated learners who care for themselves, others, and the world

Responsibilities

Planning, Preparation and Instruction

The Upper Elementary Lead Guide is responsible for leading instruction that supports the academic, social-emotional, and developmental growth of students, in alignment with MSLF's mission and values.

- Designs and facilitates instruction based on Montessori philosophy and pedagogy, and current best practices
- Plans interdisciplinary, inquiry-driven lessons and units that are developmentally appropriate for students in the second plane of development (ages 9–12)
- Incorporates a variety of assessment tools and student work samples to inform instruction and communicate progress
- Differentiates learning experiences to meet the needs of all students
- Collaborates with teaching partners and student support staff to ensure a consistent learning experience across classrooms
- Uses the school curriculum, Montessori albums, state standards, and current research-based instructional practices to develop interdisciplinary instruction to meet the needs of the group as well as the individual students' needs



- Works with students of various abilities, including those with learning differences as diagnosed. The teacher may be required to participate in meetings and trainings to assist with the implementation of accommodations to fully meet the child's needs.

Classroom Environment and Management

The Lead Guide is responsible for preparing and maintaining an environment that fosters independence, responsibility, and a sense of community.

- Ensures the classroom is peaceful, organized, and rich in materials that support purposeful work
- Models and facilitates conflict resolution, community-building, and respectful communication among students
- Establishes clear expectations and consistent routines to support executive functioning and collaborative learning
- Guides students in navigating freedom and responsibility, supporting their growth as independent, self-directed learners
- Maintains responsibility for students' safety and well-being during the school day

Communication

The Upper Elementary Lead Guide communicates with empathy, clarity, and in a positive, professional manner with students, families, and colleagues.

- Builds and maintains strong relationships with students and families grounded in mutual trust and shared purpose
- Maintains open, ongoing communication with families regarding student progress, classroom learning, and school events



- Participates in and contributes to conferences, meetings, and written progress reports
- Supports parent understanding of Montessori philosophy and practice, particularly as it applies to upper elementary learners
- Collaborates regularly with colleagues to support alignment, continuity, and shared ownership of the school's mission

Professional Responsibility

All MSLF team members are expected to contribute to a thriving adult learning community through ongoing reflection, growth, and collaboration.

- Engages in regular professional development, coaching, and reflection
- Stays current with record keeping via Transparent Classroom (once/monthly minimum)
- Participates in school-wide learning, staff meetings, and collaborative planning
- Participates in school-wide events
- Demonstrates a commitment to MSLF's mission to develop the whole child, cultivate curiosity and a lifelong love of learning
- Contributes to a strong, mission-driven team culture through shared leadership and continuous learning

Related Duties

- Oversees a once/year 3 days, 2 nights overnight trip for Upper Elementary students with the support of other faculty/staff
- Collaborates with colleagues to offer a number of family educational opportunities for parents throughout the school year



Qualifications

The ideal Upper Elementary Lead Guide will have:

- Montessori certification from AMI, AMS, or other MACTE-accredited Montessori teacher education program
- At least 1 year of experience in an elementary classroom setting, ideally in an independent Montessori school
- A strong understanding of and commitment to whole-child education, with demonstrated success meeting the cognitive, social, emotional, and developmental needs of students
- Excellent communication, collaboration, and organizational skills
- A commitment to building strong relationships with students, families, and colleagues
- A growth mindset and enthusiasm for reflective practice and professional learning

Preferred Experience and Skills

- Familiarity with the developmental needs of upper elementary students and the Montessori second plane of development
- Understanding of the academic needs necessary for an Upper Elementary student to be successful both in the current classroom, but also in the adolescent program

Additional Information

Position Type:

Full-time, 10-month school-year position, start date in August, 2025

**Start Date:**

Start date August 25th and stipend paid for summer prep based on candidate's availability.

Compensation:

Competitive salary, based on experience and qualifications.

Benefits Include:

- 401(k)
- 401(k) matching
- Dental insurance
- Employee tuition discount
- Health insurance
- Life insurance
- Paid time off
- Professional development assistance
- Relocation assistance
- Retirement plan
- Vision insurance

To express interest or have someone reach out to answer your questions, please send your resume to: [**info@montessorimakers.org**](mailto:info@montessorimakers.org)

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on personal identity markers that do not relate to the capacity of an individual person to carry out the responsibilities of a role.