



POSITION POSTING: TODDLER GUIDE SUNSHINE MONTESSORI SCHOOL

POSITION:

Lead Toddler Montessori Guide position opening requested start BY August 1, 2026

BACKGROUND:

Sunshine Montessori School is a nonprofit community preschool in Southwest Minneapolis. We have been serving toddlers, preschoolers and kindergarteners since 1978! Our core values are **Community, Excellence, Engagement, Character, and Inclusivity**. We are looking for a trained AMI or AMS Guide who shares our values, is dedicated to the Montessori Method, has a passion for community engagement, and desires to help Sunshine continue our long history of success. The Guide position will require strong leadership, teamwork, and relationship skills to help Sunshine continue its mission to develop each child's passion for learning in a positive, nurturing environment that teaches respect for oneself, others, and the environment.

JOB PURPOSE:

The Montessori Toddler Guide will support each child in reaching their full potential in accordance with the Montessori Philosophy and the needs of our community, preparing them to join one of our Children's House programs at the appropriate time. They will promote the well-being and the physical, emotional, and academic growth of the children, as well as help maintain an authentic Montessori environment that also meets all standards set forth by the MN Dept. of Health Licensing Rule 3. The Montessori guide will perform their duties under the supervision of the School's Administrators. The Guide will additionally be an instrumental leadership role in our small community school and needs to have strong interpersonal, problem-solving, and communication skills, as well as great creativity, flexibility, and a willingness to adapt.

KEY JOB RESPONSIBILITIES:

- Setting the academic direction and caring for up to 10 children in our year-round Toddler Environment
- Maintains an authentic environment that is inclusive and meets the needs of ALL learners
- Maintains individual student records
- Ensures the environment motivates children to advance through the Montessori materials
- Plans and leads at least two individual classroom Parent Education Events annually
- Participates in all school Sunshine parent education events
- Attend various school community-building and fundraising events throughout the year
- Prepares written reports for, and conducts, two Parent-Teacher Conferences per student annually
- Develops supportive and quality relationships with students, parents, and staff
- Partners with administration to support the mission, vision, and values of Sunshine Montessori
- Ensures classroom environment is clean, neat, and inviting
- Shares the responsibility for the safety and physical well-being of the children at all times
- Supervise classroom assistants, substitutes, and volunteers. Support assistants with training and mentorship relevant to the classroom and Montessori philosophy
- Maintains certifications as required by licensing (First aid, CPR, AHT, Anaphylaxis/Allergy etc.)
- Participate in ongoing personal professional development and training that advances skills

KEY ATTRIBUTES:

- A kind and compassionate educator
- Effective communicator as a team member, leader, and parent liaison
- Ability to manage multiple tasks and assignments at a time.

- Demonstrated ability to effectively manage behaviors and a full classroom of students.
- Capable of problem solving, planning, adapting, and critical thinking both independently and as a team
- Enjoys collaboration while maintaining the ability to delegate and manage others
- Willingness to explore other approaches and work with all children's diverse needs, abilities, gifts, and interests
- Organized, efficient, and able to manage time effectively
- Comfortable with technology and Microsoft Office Suite Applications

EDUCATION AND EXPERIENCE REQUIREMENTS:

AMI or AMS Diploma Preferred **OR a bachelor's degree in education related field IS required with a minimum of 1 year's experience leading a classroom of children ages 1-3 years.** CPR & First Aid Certification are required.

WORKING CONDITIONS:

Work is performed in a fast-paced preschool environment. Must be able to move around comfortably, including bending, sitting on the flooring, kneeling, standing, running, sweeping, cleaning, twisting, using stairs, lifting a minimum of 35 lbs., and perform duties necessary to keep up with young children and maintain a safe and positive environment.

JOB TITLE: Toddler Montessori Guide	CLASSIFICATION: Exempt
PROGRAM LEVEL: Toddler House	STATUS: Full Time
REPORTS TO: Montessori Director & Director of Programming	

BENEFITS:

- * COMPETITIVE PAY FOR YEAR-ROUND EMPLOYMENT OF \$40,000-48,000 DOQ
- * MEDICAL COVERAGE (SUNSHINE MONTESSORI PAYS HALF OF THE EMPLOYEE'S PREMIUM)
- * DENTAL COVERAGE (SUNSHINE MONTESSORI PAYS HALF OF THE EMPLOYEE'S PREMIUM)
- * 48 HOURS PER YEAR OF PAID SICK & SAFE LEAVE
- * PAID VACATION TIME OFF FOR THE FULL WEEK OF JULY 4TH
- * ADDITIONAL PTO HOURS AFTER ONE YEAR OF EMPLOYMENT
- * PAID TIME OFF FOR ALL SCHOOL HOLIDAYS, WINTER AND SPRING BREAKS AS SPECIFIED IN THE SCHOOL'S CALENDAR
- * WORKER'S COMPENSATION AND UNEMPLOYMENT INSURANCE
- * EDUCATION REIMBURSEMENT FOR ALL REQUIRED TRAININGS SUCH AS CPR, FIRST AID...
- * AMI OR AMS PAID ANNUAL MEMBERSHIP
- * TUITION DISCOUNT FOR EMPLOYEE CHILDREN ATTENDING SMS
- * SIMPLE IRA INVESTMENT PROGRAM AFTER 2 YEARS OF EMPLOYMENT
- * OPPORTUNITY FOR NATIONAL CONFERENCE TRAVEL

HOW TO APPLY:

Please send resume AND an introductory cover letter to: Jobs@sunshinemontessori.net

Attn: Alanna

We will continue to review applications until the position is filled.