



*A Children's Habitat*  
MONTESSORI SCHOOL

A CHILDREN'S HABITAT MONTESSORI SCHOOL – education  
*Assistant Guide in Lower Elementary Classroom (full-time position)*

**Contact:** Erika Kambs  
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(317) 726-5584

**Job Title:** Assistant Guide in Lower Elementary classroom (8:30 AM – 3:00 PM, Monday through Friday)

**Position Onset:** August 2023

**School Description:** Founded in 1972 as a [501(c)(3)] non-profit organization, A Children's Habitat is Indianapolis's longest-operating Montessori school and a member of the American Montessori Society. Habitat is rooted in the Montessori philosophy of respect for the development and potential of the whole child. Its Montessori environment offers a child-centered curriculum and an unparalleled experience where teachers and families strive together in support of a passionate, equitable, and just learning community. The school serves children ages 1.5 to 12 years in beautiful, developmentally responsive classrooms that call to the interests and needs of each student. Habitat is seeking a dedicated and visionary leader to guide daily operations and strategically steward the school toward institutional growth, sustainability, and maturity.

Although our strengths are many, these are the foremost:

- A strong identity rooted in our Montessori mission of *enriching minds and building community*.
- A passionate faculty empowered to master their craft and continuously model the core Montessori tenets of responsibility, organization, independence, and care for self, others, and the environment.
- A learning environment where children are joyful, confident, respected, and respectful.
- A 12-year continuum of educational purpose and opportunity.
- A school community that possesses close, meaningful relationships and supports diversity, inclusion, and academic excellence.
- A 20,000-square-foot outdoor classroom that extends exploration, immersion, and stewardship opportunities.

**Position Overview:** We are currently seeking an Assistant Guide to join our established Lower Elementary program in August 2023.

**Duties/Responsibilities:**

- We seek a flexible, imaginative, and creative individual who can effectively plan and problem-solve with a team.
- Support Lead Guide in meeting student needs, developing classroom planning, and assisting in the preparation/maintenance of the classroom environment.
- Communicate positively and effectively with students, parents, colleagues, and others.
- The ability to understand and willingness to work with a range of learning styles.

**Requirements/Qualifications:** Qualified candidates must have a love for children ages 6 - 9 years of age, familiarity with and appreciation for the Montessori method, and a positive attitude. Being a flexible, team player is critical. Sense of humor welcomed!

**Education/Training:**

- Assistant training required upon hiring; paid for by ACH
- BA Early Childhood Education or related field preferred but not required
- Previous teaching or teaching assistant experience is a plus
- Knowledge of the Montessori method is a plus

**Benefits:**

- Student tuition remission
- Employer-contributed SIMPLE IRA plan
- Annual paid personal and professional days

**Application Instructions**

Interested applicants should submit the following to [erika@childrens-habitat.org](mailto:erika@childrens-habitat.org)

- Cover letter expressing interest in this position, specifically as it relates to Habitat's Mission and Values Statement
- Statement of educational philosophy
- Resume

*A Children's Habitat Montessori School is an equal opportunity employer and does not discriminate in its employment practices on the basis of race, color, religion, sex, or national origin.*