

[Greene Towne Montessori School logo]

GREENE TOWNE MONTESSORI SCHOOL

Toddler Co-Lead Teacher

All Day Montessori | Afternoon Lead, 10:45 a.m. to 6:00 p.m.

Two positions available for the 2026 to 2027 school year

Position	Toddler Co-Lead Teacher, All Day Montessori
Organization	Greene Towne Montessori School
Employment Type	Full-Time, 1.0 FTE (two positions available)
Schedule	Afternoon shift, 10:45 a.m. to 6:00 p.m., Monday through Friday, year-round
Location	Center City, Philadelphia, Pennsylvania
Start Date	Summer 2026, with onboarding before the school year begins
Salary	\$50,000 to \$55,000, with a \$5,000 relocation stipend available
Reports To	Montessori Director (Dean of Faculty)
Search Managed By	Montessori Makers Group

ABOUT GREENE TOWNE

Greene Towne Montessori School is the only accredited Montessori school in Center City, Philadelphia. Founded nearly sixty years ago by a neighborhood parent who believed her children deserved a Montessori education within the city, Greene Towne now serves children from eighteen months through third grade in 30,000 square feet of custom-designed learning environments, including a rooftop play deck that anchors daily outdoor life for every age group.

Greene Towne is AMS and PAIS accredited. The community is intentionally diverse, with forty-nine percent children of color, twenty-six percent staff of color, and families from six continents speaking forty-three languages. The school holds its history with pride and continues to invest in the kind of consistent, intentional Montessori practice that the founding families set out to build.

The All Day Montessori program is a school-within-a-school for Toddler and Primary families who need consistent care from eight in the morning until six in the evening. The Toddler ADM program runs two classrooms, Buckeye and Crescent, each capped at fifteen children, the same enrollment held in the

school's three school-day Toddler classrooms. It is one of the school's most carefully held programs, and Greene Towne is returning to a true co-lead model this year after experimenting with a single-lead structure.

THE OPPORTUNITY

Greene Towne is hiring two Toddler Co-Lead Teachers for the All Day Montessori program, one for the Buckeye classroom and one for the Crescent classroom. Each Co-Lead anchors the afternoon arc of the day, arriving at 10:45 in the morning and staying through the close of school at six in the evening. The two afternoon Co-Leads work in partnership with the two morning Co-Leads and four assistant teachers across Buckeye and Crescent, which share a bathroom and a closely coordinated rhythm.

The classrooms and their routines are well established. Greene Towne is looking for two experienced Toddler Co-Leads who are ready to step into a strong existing structure, hold the second half of the day with calm precision, and partner with their morning counterparts to give children and families one continuous experience from arrival to pickup.

Greene Towne uses the title Co-Lead Teacher internally. The word guide may appear in the public posting where it helps candidates recognize the role.

WHAT YOU WILL DO

Hold the Classroom as Co-Director

You and your morning Co-Lead share full responsibility for the bird's-eye view of the classroom: growth, learning, and the texture of community life. You design lessons, prepare and rotate materials across the year, and steward the prepared environment so it stays alive and accurate to the children currently in the room. Accreditation standards anchor what is expected, and within that frame you have meaningful autonomy over how the environment is held and how work is changed out.

Lead the Afternoon Arc

The afternoon Co-Lead carries the second half of the day. You arrive at 10:45 a.m. as the children finish play deck time and lunch is being set up. You support cleanup, diapering, and the transition to nap, then anchor the afternoon work cycle, afternoon circle, snack, play deck time from roughly 3:45 to 4:45, and staggered pickup beginning at four. You walk children out at the end of day and use those minutes to deliver the kind of warm, specific communication that families remember.

Supervise and Develop the Assistant Team

The ADM classroom team is larger than a typical Toddler room: two Co-Leads, two morning assistants, and two afternoon assistants. You supervise and direct the assistants, offer training that complements what the school provides centrally, and conduct evaluations. Because ADM assistants are sometimes pulled to cover other classrooms, you also navigate the additional coordination that comes with a team

whose members are not always in the same room at the same time. Strong team meetings, clear protocols, and real relationship-building hold this team together.

Partner Closely with Families

You are the primary voice families hear from. You write two Transparent Classroom posts each month, one a fuller monthly newsletter and one a mid-month update. You offer three care calls per year, fifteen-minute conversations that every family is invited into, and you lead two parent-teacher conferences and two family education presentations across the year. When developmental questions or concerns arise, you initiate the conversation rather than waiting for it. Conference reports and difficult parent conversations are reviewed with the Montessori Director before they go out.

Show Up for the Wider School

You participate in three faculty meetings each month, in level meetings, and in lead teacher meetings, each of which serves a different feedback and decision-making purpose. You attend the required school events provided at the start of the year and are encouraged to choose a few additional community moments to be part of. Your visibility at pickup and at community events helps the school feel like one school rather than a collection of classrooms.

Use the Coaching and Coordination Around You

Greene Towne employs a full-time Montessori program specialist who coaches assistants and lead teachers, observes the classroom at least twice per year, and provides written feedback. Twice-yearly check-ins with the Montessori Director anchor goal-setting in the fall and reflection in the spring. Level coordinators and the DEIB coordinator add additional points of support and accountability. The role exists inside a real infrastructure of feedback and care, not in isolation.

WHO YOU ARE

You are an experienced Toddler Montessori educator who knows the under-three child the way only people who have spent real time on the floor with toddlers can know them. You hold a strong working knowledge of toddler development, you speak with families with comfort and confidence, and you find genuine joy in the work. Growth mindset and resiliency are not phrases on your resume; they are how you metabolize a hard day and come back the next morning ready to teach.

You have led adults before. You know how to direct, train, and evaluate assistants without losing the warmth that makes a team want to be in a room with you. You understand that the Co-Lead, not the assistant, is the primary point of communication with families, and you hold that boundary with care so that messages to parents are coherent and consistent.

You are ready to be part of a tight team in a school that has been doing this work for almost six decades. You are invested in your own practice, you are willing to receive coaching, and you want to be part of a

faculty that mixes long-time master teachers and newer educators with a shared mission. Inflexibility and isolation will not thrive here. Curiosity, follow-through, and team thinking will.

QUALIFICATIONS

Required

- MACTE-accredited Infant and Toddler Montessori credential, completed or actively in progress.
- Classroom experience in a Toddler Montessori environment, with the ability to function independently in the first ninety days.
- Demonstrated experience directing, supervising, and developing other adults in a classroom or comparable setting.
- Strong written and verbal communication with families, including the ability to initiate proactive, developmentally informed conversations.
- Comfort working as part of a six-person classroom team across two shifts and across two classrooms that share systems and space.
- Growth mindset, resiliency, and a collaborative disposition.

Preferred

- Several years of experience as a lead Toddler teacher in an independent or accredited Montessori setting.
- Familiarity with Transparent Classroom or a comparable family communication platform.
- Experience supporting children with student support plans in partnership with a Montessori director or learning specialist.
- Experience working in or alongside an extended-day or all-day Montessori program.

COMPENSATION AND BENEFITS

The salary range for both positions is \$50,000 to \$55,000, with experience as a meaningful lever in placement. Greene Towne also offers a \$5,000 relocation stipend for candidates moving to Philadelphia for the role. Offers are reviewed on a case-by-case basis, and the school takes care to position teachers fairly within its broader compensation structure.

WHAT GREENE TOWNE OFFERS

- Comprehensive medical, dental, and vision coverage, with a choice of two plans, one of which is fully employer-paid for a single employee. Family coverage is available.
- Employer-paid life insurance, short-term disability, and long-term disability coverage.
- 403(b) retirement plan with a school match of up to five percent of compensation, available after one year of full-time employment.

- Year-round employment with up to ten approved medical or personal days, a week off at winter break, a week off at spring break, and four consecutive weeks off in summer (June or July, with the team staggering coverage).
- Fifty percent tuition remission for up to two faculty children enrolled at Greene Towne, plus fifty percent off Summer at Greene Towne camp.
- Robust in-house professional development, including a full-time Montessori program specialist who coaches faculty, observes classrooms, and supports assistants and lead teachers throughout the year.
- A dedicated classroom budget for materials, plus a snack budget that has grown to support cooking projects and children with specific dietary needs.
- Membership in a long-standing, diverse community: forty-nine percent children of color, twenty-six percent staff of color, and families representing six continents and forty-three languages.

HOW TO APPLY

To express interest, please send a current resume, a brief letter describing your Montessori path and why the Greene Towne Toddler All Day program is the right next step, and three professional references to:

info@montessorimakers.org

Applications are reviewed on a rolling basis. This search is managed by Montessori Makers Group on behalf of Greene Towne Montessori School. All inquiries will be held with discretion and care.

Greene Towne Montessori School does not discriminate on the basis of race, color, national or ethnic origin, creed, religion, sex or gender, disability, age, marital status, sexual orientation, or any other personal identity marker that does not relate to a candidate's capacity to carry out the responsibilities of this role.

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