

OAK KNOLL MONTESSORI SCHOOL

Floating Elementary Guide

Authentic AMI Montessori education for children of all cultural and economic backgrounds

Position	Floating Elementary Guide
Organization	Oak Knoll Montessori School
Employment Type	Full-Time
Location	Pasadena, California
Salary	\$75,000 – \$85,000
Reports To	Assistant Head of School
Search Managed By	Montessori Makers Group

About Oak Knoll Montessori School

Oak Knoll Montessori School is an Association Montessori Internationale (AMI) recognized school serving children from eighteen months through fifteen years across two campuses in the Pasadena and Altadena area. Using fully implemented AMI principles, Oak Knoll educates the whole child on every level, academic, emotional, and social, in rich environments that nurture independence, personal responsibility, and a deep-rooted love of learning.

The school's mission is to provide a high-quality, authentic Montessori education to children of all cultural and economic backgrounds. Oak Knoll cultivates compassion and respect by fostering independence, belonging, and self-discipline, and it aims to send children into the world with strong self-esteem, academic confidence, and a clear sense of how they want to contribute to the greater world.

Oak Knoll is also a community in a season of rebuilding. After a fire significantly reduced elementary enrollment, the school has drawn its upper elementary and adolescent students into a single combined community and is working deliberately to grow back stronger. That work is guided by a clear cultural commitment: to build an adult community that mirrors the Montessori classroom itself, collaborative, supportive, and accountable, in place of the isolated classrooms and high turnover of the past.

The Opportunity

This is a rare on-ramp into authentic AMI elementary practice inside a school that is invested in growing you. Oak Knoll is hiring a floating elementary guide to support its combined fourth-through-eighth-grade class while the school works toward re-separating the levels. It is designed as a mentored, lower-stakes role, a place for an emerging guide to learn the school's culture, sharpen their practice, and gain real experience in lesson delivery and planning with an experienced team close at hand.

The role also sits at the front of a pipeline. Oak Knoll anticipates a lower elementary opening in the near future, and the intention is for the right floating guide to be mentored toward stepping into a lead classroom when that moment comes. In other words, this is not a placeholder position. It is the first year of a longer arc for someone ready to commit to this community and grow with it.

The person who thrives here will be flexible, collaborative, and genuinely eager to learn. Oak Knoll is building a culture where adults give and receive feedback, share students and successes, and hold one another to a high standard with warmth. A guide who wants that kind of professional home, rather than a closed classroom door, will flourish.

What You Will Do

Teaching and Lessons in the Combined Classroom

You will support the combined fourth-through-eighth-grade class, working alongside the middle school and upper elementary guides. In your first year you will give lessons and receive direct, generous feedback from experienced colleagues, building your range and confidence across the elementary curriculum. Over time you will take ownership of lesson planning for the upper elementary students in the class, moving from supported delivery toward independent practice.

Going Out and Experiential Learning

Oak Knoll runs a robust going-out program, the heart of elementary Montessori work that connects the classroom to the wider world. You will help plan and accompany these experiences, supporting students as they take increasing responsibility for their own learning beyond the classroom walls.

Collaboration and Community

You will be an active member of a collaborative team, attending weekly elementary meetings and regular team meetings where planning, problem-solving, and shared accountability happen out loud. You will also have room to take on community-building projects, such as the school's student newspaper, that let your strengths show and give students meaningful, real-world work.

Growth and Mentorship

This role is built around your development. You will be coached closely by Oak Knoll's experienced team and supported by a dedicated external Montessori coach. To keep the first year focused on learning, you will not carry sole ownership of parent conferences or serve as the primary point of parent communication in year one. Those responsibilities come later, once your footing is sure, as part of a deliberate path toward leading your own classroom.

Your First Year

Expect a real learning curve and real support to match it. Your first year is designed to be lower-stakes on purpose: you will give lessons with feedback rather than in isolation, learn Oak Knoll's systems and culture from the inside, and lean on both an experienced in-house team and an external Montessori coach. By the end of the year, the goal is for you to be confident

delivering lessons, owning upper elementary lesson planning, and ready to step toward greater responsibility as the program grows and a lead opening emerges.

Who You Are

You are an emerging AMI-trained elementary guide, with your training either completed or in progress, and you are hungry to put it into practice in a school that will invest in you. You may be early in your career, but you bring real experience with children and a serious commitment to authentic Montessori work.

Above all, you are flexible, collaborative, and growth-minded. You see feedback as a gift rather than a threat, and you would rather share a classroom and a community than close your door. You are comfortable with the technology that keeps a modern school connected, tools like Slack and Transparent Classroom, and you write well enough to bring something like a student newspaper to life.

In the classroom you are firm and fun. You set clear, consistent boundaries because you understand that structure is what makes freedom and real learning possible, and you hold those boundaries with warmth rather than rigidity. You approach cosmic education with balance, keeping the wonder and the big story alive without drifting into vagueness on one side or reducing it to worksheets on the other.

You believe parent relationships are true partnerships, and you look forward to growing into that work: honest, actionable conversations rather than performances. You are ready to learn conferencing and parent communication over time, under mentorship, and you understand why year one is structured to build toward that rather than throw you into it.

What would make someone look strong on paper but struggle here: a need to work alone, discomfort with feedback, rigidity about how things must be done, or an ego that competes with colleagues rather than building alongside them. Oak Knoll is choosing collaboration on purpose, and the right guide will feel relief, not resistance, at that.

Qualifications

Required

- AMI Elementary diploma, completed or in progress
- Experience working with children
- Flexibility, a collaborative spirit, and a genuine growth mindset
- Authorization to work in the United States

Preferred

- Comfort with classroom and communication technology, such as Slack and Transparent Classroom
- Strong writing skills
- Experience or interest spanning the full 6 to 12 elementary range

Compensation and Benefits

Oak Knoll offers a competitive package built to support a guide who is growing with the school:

- Annual salary of \$75,000 to \$85,000
- Full medical and dental coverage
- Retirement matching (planned)
- 80% tuition remission for your children
- Professional development stipend
- Attendance at a yearly AMI refresher course
- Access to a dedicated external Montessori coach
- Extensive onboarding and mentorship from an experienced team

How to Apply

To apply, send your resume and a brief introduction telling us who you are and why Oak Knoll speaks to you to info@montessorimakers.org.

This search is managed by Montessori Makers Group on behalf of Oak Knoll Montessori School. All inquiries will be handled with discretion and care.

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