

**Job Description: Elementary Montessori Guide/Teacher (Grades K-2)****Reports To:** Principal**Location:** Acton Academy Calgary Central

**Position Summary** Are you passionate about inspiring young minds? Do you dream of shaping the foundation of an innovative school as an educator? Acton Academy Calgary Central (Acton Central) is seeking a dedicated Elementary Teacher/Guide to lead a Kindergarten to Grade 2 multi-age classroom in a learner-driven, innovative educational environment. As a Guide, you will play a pivotal role in shaping a start-up school that emphasizes guiding over traditional teaching.

In this role, you will foster a community where students take ownership of their learning, develop independence, and cultivate a lifelong love for knowledge. Your responsibilities will include aligning learning experiences with Alberta's curriculum while creating an engaging, respectful, and joyful environment that encourages academic excellence and personal growth. This is a unique opportunity to inspire young minds and co-create a transformative educational experience.

**Purpose** The Guide's primary purpose is to facilitate students' learning and development by delivering curriculum in a developmentally appropriate manner. This role ensures that instruction fosters engagement, critical thinking, and a love for learning while adhering to the legal obligations and responsibilities outlined in Alberta's School Act, Acton Academy's principles, the provincial curriculum, and the Teaching Professional Code of Conduct.

**Responsibilities****Guide:**

- Facilitate a learner-driven environment that empowers children to explore, think critically, and grow independently.
- Prepare lesson plans ahead of time that are adapted to the Acton's methods and cover curriculum requirements.
- Facilitate and coach, rather than lecture and provide answers – this means only answering questions that learners ask with open-ended questions to guide them to the answer and think deeply for themselves.
- Inspire and equip learners to develop independence, self-management, and a love for lifelong learning.
- Use Socratic and facilitation strategies to foster curiosity, problem-solving, and critical thinking skills.
- Uphold studio guardrails to ensure a safe and thriving learning environment.
- Prepare and maintain an organized and inviting classroom environment that supports focused learning and adheres to Alberta's curriculum standards.
- Use growth-mindset praise about the process the learner took (rather than praising the outcome).
- Guide learners in co-creating studio norms and systems of accountability rooted in mutual respect and shared values.

- Create rituals, routines, and ceremonies that celebrate growth, learning milestones, and community values.
- Support intentional collaboration and mentoring across age groups to build empathy, leadership, and teamwork.
- Make learning relevant and fun to learners!

**Focused Learning Practices**

- Integrate Alberta curriculum outcomes into a learner-driven framework that emphasizes academic rigor and creativity.
- Employ hands-on, experiential methods to educate learners in foundational subjects, including literacy, numeracy, science, and social studies.
- Implement pre-prepared interdisciplinary projects connecting curriculum objectives with real-life applications, supported by provided tools and resources.
- Monitor and assess progress through ongoing data collection, providing actionable feedback to ensure students exceed grade-level expectations.

**Child Development and Support**

- Observe and address students' academic, social, and emotional needs, offering individualized support.
- Guide conflict resolution and promote social-emotional growth through restorative practices.
- Partner with families to support each student's developmental journey and create a sense of belonging.

**Operational Responsibilities**

- Design and implement schedules balancing individual, group, and creative activities.
- Maintain accurate student records and provide progress updates to families.
- Ensure compliance with Alberta Education standards and Acton Academy's learner-driven mission.
- Collaborate with the Principal and staff to align with Acton Central's goals, values, and vision.

**Qualifications****Education and Experience**

- Valid Alberta Teaching Certificate (Interim or Permanent Professional Certificate).
- Trained in Montessori or Reggio-Emilia principles.
- Comprehensive knowledge of Alberta's curriculum and standards for Grades Kindergarten to G2.
- Proven experience working with elementary-aged children, preferably in an innovative or learner-driven educational setting.
- Familiarity with Acton Academy's philosophy and guide practices (preferred).
- Background in coaching, entrepreneurial pursuits, psychology, or relevant certifications is an asset.
- Knowledge of human behavior, individual differences in ability, personality, and interest, as well as principles of learning and motivation is an asset.

**Skills and Attributes**

- Facilitation skills to inspire learners to think for themselves, rather than lecture or provide the answer.
- Inspirational guide with a profound respect for children's abilities and potential.
- Dedicated to fostering an inclusive, respectful, and joyful learning environment.
- Adaptable, patient, and responsive to each child's unique learning journey and needs.
- Highly observant, with the ability to identify and effectively address individual learner needs.
- Exceptional communication skills for engaging with children, families, and colleagues.
- Proactive planner with strong organizational skills to design and manage learning experiences and classroom activities on daily, weekly, monthly, and annual bases.
- Proficient in creating and maintaining a purposeful, structured, and engaging learning environment.
- Skilled in utilizing digital tools to track and maintain accurate records of student progress.
- Strong work ethic with a self-starter mindset and excellent time management to support professional growth.

**Key Terms of Employment**

- Reports directly to the Principal.
- Competitive salary and benefits package commensurate with experience and qualifications, including RRSP contributions.
- Adheres to Alberta labour laws and standards for early childhood education.

**How to Apply**

If you are ready to inspire and guide young learners on their educational journey, we invite you to apply. Please submit your cover letter and resume via email to [hr@actoncentral.org](mailto:hr@actoncentral.org) by September 27, 2025.

For additional information about Acton Academy Calgary Central, visit our website at [www.ActonCentral.org](http://www.ActonCentral.org).

