



Lead Montessori Guide: Two-Year-Old Program Beginning Fall 2026

Mission Statement

We inspire young people of talent and promise to develop clear values, a desire for wisdom, and an appreciation for all endeavors that broaden the mind and enlighten the spirit.

Green Hedges . . .

- Is rooted in literacy, languages, math and science, music and art
- Is located in Vienna, VA
- Was founded in 1942
- Enrolls about 170 students in ages 2-5 Montessori and Preparatory Grades 1-8
- Is small by design





Lead Montessori Guide: Two-Year-Old Program

Green Hedges School seeks an experienced Montessori Guide for its two-year-old program beginning in the fall of 2026. A small-by-design, coeducational independent school enrolling approximately 170 students in PreK-Kindergarten Montessori and Grades 1-8 preparatory programs, Green Hedges thrives on the quality of the relationships that become possible in such a setting and on the deep engagement and learning they foster. Green Hedges, which was founded in 1942 by children of international artists, is located in Vienna, VA, about 15 miles west of Washington, DC.

The Two-Year-Old Program is an essential entry point into the Green Hedges Montessori experience. The Lead Montessori Guide guides the youngest learners in a nurturing, safe, and carefully prepared Montessori environment that supports independence, social development, fine and gross motor growth, and positive interactions with others. The Lead Montessori Guide reports to the Assistant Head of School and the other Montessori Guides, while working closely with classroom assistants, colleagues, student-support personnel, administrators, and families.

Scope of Responsibilities

The Lead Montessori Guide is responsible for implementing a developmentally appropriate Montessori program that is consistent with the Green Hedges Statements of Mission, Philosophy, Core Values, and that encourages two-year-old children to be actively engaged in the learning process.

Responsibilities of the Lead Montessori Guide include:

- Creating a warm, calm, and safe Montessori classroom community that acknowledges and respects the developmental needs, social-emotional growth, emerging independence, and individual rhythms of two-year-old children.
- Preparing and maintaining a developmentally appropriate Montessori environment with materials, routines, and presentations that support independence, concentration, coordination, language development, social development, and joyful exploration.
- Supporting both fine and gross motor development along with their language development
- Establishing and maintaining healthy and respectful individual and group behavioral expectations that are developmentally appropriate for two-year-olds and grounded in consistency, warmth, observation, and proactive support.
- Differentiating instruction, routines, and classroom supports to meet the needs of children with varying learning styles, temperaments, language development, social-emotional needs, areas of strength, and areas for growth.
- Observing children carefully and maintaining accurate, up-to-date records of student growth, classroom observations, developmental progress, emerging needs, and family communication in order to guide instructional decisions and support each child's development.
- Working closely with the school learning specialist, school counselor, administrators, and other appropriate colleagues in meeting the academic, developmental, social, emotional, and behavioral needs of students.
- Communicating regularly with Montessori colleagues, assistant teachers, and special-subject

teachers, as appropriate, to stay informed about the full student experience and to share timely information about students.

- Communicating with families with regularity, clarity, warmth, and enthusiasm to establish and maintain a positive home-school partnership.
- Coordinating curriculum documentation, classroom planning, and student progress reporting as directed by the school.
- Attending and participating in faculty meetings, Montessori team meetings, parent/guardian events, professional development days, and other school community responsibilities.

A successful candidate will have:

- Minimally, an undergraduate degree in education, early childhood education, child development, or a related field.
- Toddler/early-childhood credential; Montessori Infant/Toddler or Early Childhood preferred (from a recognized Montessori accredited training program). All substantial toddler classroom experience may be considered.
- A minimum of 3–5 years of related teaching experience, preferably with toddlers, two-year-olds, or early childhood Montessori students.
- Proficient knowledge of the cognitive, physical, language, social, and emotional development of two-year-old children.
- A deep respect for the Montessori philosophy and an ability to prepare an environment that promotes independence, order, concentration, coordination, movement, language, and respect for self, others, and the environment.
- A calm, joyful, observant, and nurturing presence with young children, paired with clear expectations, consistency, patience, and strong classroom leadership.
- An appreciation of teaching as a craft and a determination to improve in that craft through reflection, observation, collaboration, and ongoing professional growth.
- Excellent communication skills, both verbally and in writing.
- Excellent time-management and organizational skills, including the ability to prepare materials, maintain records, meet deadlines, and manage the routines of the classroom.
- Strong initiative and an ability to collaborate effectively.
- Experience using basic technological platforms to organize teaching, communicate with families, document student progress, and support school operations.
- The physical ability to work safely and actively with young children, including frequent movement around the classroom and playground, and assisting children with self-care routines.

Application Materials

Interested candidates should submit the following items electronically to Aaron Cahn, Assistant Head of School, at acahn@greenhedges.org:

- A cover letter expressing interest in this particular position and explaining how your professional background has prepared you for this position.
- A professional resume.
- Three professional references, including their email addresses and telephone numbers.

Green Hedges School is committed to equal employment opportunity. Green Hedges does not discriminate against employees or applicants for employment on any legally recognized basis including, but not limited to, race, color, national origin, religion, creed, gender or gender identification, sex or sexual orientation, family status, economic status, military or veteran status, age, or physical or mental disability in the administration of its hiring and terms of employment of faculty and staff.