



Angus Valley Montessori Early Childhood Educator Job Description

Job Requirements:

- ECE accreditation is mandatory, proof of certificate/diploma
- Resume outlining work history with 3 Professional References
- Current First Aid & CPR Certificate
- Immunization Records & Criminal Reference Check

The Employee will be responsible for all duties outlined in the following job description and as instructed by the Employer which shall include, amongst other responsibilities, as follows:

Team Collaboration:

- Familiarizing yourself with AVMS curriculum.
- Guiding and aiding your team to implement AVMS curriculum, ECE philosophy and children's individualized plans.
- Understanding and ensuring rules and regulations set out in the *Community Care and Assisted Living Act* are being followed in the classroom by all staff.
- Ensure Staff to child ratios are met at all times in the classroom.

Class planning and implementation:

Follow the class schedule as provided, with minimal changes to the routines and planning.

Weekly planning must be based on class observation and guidelines provided in the curriculum.

Creating and implementing indoor and outdoor activities:

- Suggesting/preparing and implementing activities and experiences based on children's interest and concepts that need to be reinforced.
- Aiding the Montessori teachers to create both indoor and outdoor activities on a weekly basis. ECE will be in charge of art/sensory experiences, language games or activities, number games and music and movement activities of your class.
- Preparing and engaging in at least 4 group times a week with appropriate props, activities, games and books.
- Proving Montessori Material Presentations to the children.
- Ensuring child's day includes all the following activities:
 - Practical Life Exercises
 - Sensorial/Art Activities
 - Cultural Activities
 - Language and Enrichment of Vocabulary
 - Mathematical and Conceptual Development
 - Music and Movement
 - Gross motor indoors or outdoors.

In charge of completing documentation for the class. These documents include:

- Logbook
- Class Web Chart
- Weekly Programmer plan
- Observation/Development Chart
- Prepare and submit final report card comments related to art, music, number games, gross motor, language games and circle for the class.
- Participate in parent interviews after report cards have been given to families.

Maintaining your class environment:

ECE's are responsible for their class, activities and materials. Which can include but not limited to the following:

- Prepare and maintain art/loose part and provocation table set up according to interest and developmental appropriateness of the children in class.
- Updating your art/loose part and provocation table on a weekly/biweekly bases.
- Responsible for class material/books.
- Responsible for the art display of the room.
- Utilize classroom technology as required while always adhering to all Angus Valley Montessori Schools privacy and confidentiality policies. This includes but not limited to the use of school Cell Phones, iPads and computers.

Attending workshops and school events:

- In service training programs are typically carried out during PA days. These training/workshops instruct teachers on Angus Valley Montessori School's systems and procedures, and the latest teaching strategies and materials.
- Staff meetings are mandatory.

Ideal Candidates:

- Excellent organization and multitasking skills.
- Excellent relationship building skills with children.
- Excellent communication and active listening skills.
- Proficient in Microsoft Office, Outlook, and Internet.
- Excellent verbal and written communication skills.