



Angus Valley Montessori School Manager 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
- 2+ years Management Experience in Childcare Setting

Licensing & Regulatory Bodies Correspondence

- Maintaining correspondence with Ministry of Public Health
- Act on all requirements and updates from *Community Care and Assisted Living Act*
- Ensuring health and safety is maintained at the school by implementing the school's policies and procedures.

Classroom Set up

Works with a team to establish and maintain a safe, warm, and caring environment in which a high-quality childcare program can operate. Monitoring Classroom set up and organization on a regular basis.

Staff and Classroom observation

- Providing support to the staff at all times. Classroom/staff observation is required on a semi-monthly basis
- Working closely with the teachers to ensure the school curriculum is implemented and maintain school standard.
- Establish and maintain collaborative relationships with co-workers and community service providers
- Ensuring fair distribution of work among all the staff. Identifying problems and rectifying them.
- Maintain an environment that protects the health, security, and well-being of staff.
- The incumbent is required to maintain all health and safety standards within the workplace, including but not limited to adequate sanitation of site and program materials and ensuring all programs are accessible, appropriate and safe.
- Ensure use of current technologies for conducting day to day duties including documentation, communications, and program promotion.

Curriculum

- Knowledge and thorough understanding of licensing documents such as *the Community Care and Assisted Living Act*, Director of Licensing Standards of Practice *for Safe Play Space and Active Play*.
- Develop and implement childcare programs that support and promote the physical, cognitive, emotional, and social development of children.
- To ensure that educators provide opportunities to express creativity through the media of art, dramatic play, music and active play
- Verifying staff and children planning and records on a regular basis.
- Conducting staff meetings.
- Ensure Staff are participating in Semi Annual Workshops/training.
- Recruiting staff and reviewing staff performance regularly.

Communication:

- Supporting staff and families in a positive manner.
- Creating a nurturing environment at the school for children, staff and families alike
- Maintain day to day correspondence with parents and teachers.
- Ensure that daily reports, and semi-annual report cards are being sent to families.
- Plan for Parent and Teacher interviews – “Parent Nights”.
- Maintaining a positive relationship between school and parents. Identifying problems and rectifying them.
- Maintain relationships with community partners.

Supporting Staff and families:

- Lead tours for prospective parents.
- Aid in answering parents and families with their questions and queries.
- Organizing open houses.
- Observe children for signs of potential learning or behavioural problems and prepare reports for parents and guardians. Begin the process with the agencies if authorized by the parents. Provide teachers within the class support to develop an IEP.
- Assess the abilities, interests, and needs of children to discuss progress or challenges with parents and staff members.
- Establish and maintain collaborative relationships with co-workers and community service providers working with children.

Owner and Management Correspondence:

- Chair Monthly meeting.
- Overseeing weekly class attendances and staff shift with their break coverage.
- Any hiring and firing of staff need to be done with management knowledge and consent.
- All staff to be given contracts, staff handbooks and all policies and procedures must be signed by the staff prior to their employment. All new hires must be approved by the management.
- Daily correspondence with the management on how targets are being met, by providing daily information, inquiries of enrollment with names of the child/ parents along with their email address and phone numbers.
- Ensure Parent and Staff Handbooks are up to date with most recent copy provided by AVMS Head Office and share with parents and staff.

Duties and Responsibilities of the Manager:**Daily Routine**

Class observation for the implementation of the program
Checking playgrounds and classroom set up according to the weekly plans
Check daily report, checklist, and accident reports
Provide any tours and answer Parents queries and concerns

Weekly

Reviewing teacher's planning & implementing strategies
Observing teaching practices and implementation of indoor and outdoor plans
Children's observation and staff attendance, logbook review
Staff recruiting and retention
Observing and maintaining enrollment waitlist

Monthly

Documentation of children's progress
Emergency Management Drills – Monthly Fire Drills
Review of child's attainment targets
Produce and send out Newsletters
Set up Staff workshops

Annually

Overview of report cards
Planning and executing an annual day program
Planning for camp periods: Winter break, Spring & summer break.
Planning the implementation program for the new academic year