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Angus Valley Montessori School Montessori Teacher Job Description

Job Requirements:

- Bachelor's Degree or Montessori Teacher Certificate
- 2 years Montessori Teacher experience preferred.
- Current First Aid & CPR (including Infant) Certificate
- Immunization Records & Criminal Reference Check

Job Description:

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, Montessori philosophy and children's individualized plans.
- Understanding and ensuring rules and regulations set out in the *Child Care and Early Years Act, 2014* 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:

- Create both indoor and outdoor program plans on a weekly basis. Weekly plans are to be submitted to the office by Friday morning for the following week.
- 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 and should have an input from all the class teachers.
- Child's Daily Schedule should include the following hands-on activities:
 - Practical Life Exercises
 - Sensorial/Art Activities
 - Cultural Activities
 - Language and Enrichment of Vocabulary
 - Mathematical and Conceptual Development
 - Music and Movement
 - Gross motor indoors and outdoors

Documentation and Record Keeping:

Documentation of a complete academic term is mandatory, following is the list of class record:

- Logbook
- Class web chart

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- Weekly programmer plan
- Observation/development chart
- Montessori material tracking sheet.
- Prepare and distribute all report cards for assigned students and conduct parent interviews after the report cards are distributed.

Maintaining your class environment:

Montessori teachers oversee the classroom environment and children's activities in the classroom which include the following responsibilities:

- The display of Montessori material according to interests, weather, and developmental stage of the children in class.
- Updating your class shelves/class boards on weekly/monthly basis.
- Prepare and present Montessori material presentations.
- In charge of class material/books.
- 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.