



Lead Toddler Guide



Are you eager to collaborate with amazing educators while growing professionally?
Would you like to help children develop skills to be amazing people and future leaders?
If so, join our team as a full-time Lead Toddler Guide!

ESSENTIAL DUTIES:

1. Interactions with Children:

- Interact with children in an open, honest, and loving manner, always with dignity and respect.
- Balance the structure of the environment so that self-discipline and independence can develop.
- Treat the children with dignity, respect and with sensitivity to their cultural and socio-economic background.
- Help children to become aware of their role as integral members of the group.
- Act on the faith that the child's potential will reveal itself; trust that the child is able to do things by themselves.
- Responsible for ensuring the safety, health, physical, and social/emotional well-being of the children at all times.
- Gear the individual curriculum to meet the needs of the individual children with concern for their interests, special needs, temperament, special talents, and individual style/pace of learning.

2. Interactions with the Community:

- Respectfully, courteously, and professionally include families in our Montessori environment and actively encourage and support family participation in program activities.
- Schedule and complete all regular conferences, home visits, phone calls, e-mails, and daily journals for each child in a timely manner.
- Establish a positive relationship with families of children in the program.
- Involve families in implementation of Montessori practices, in the home and actively encourage/support family participation in school activities.
- Communicate and collaborate with program staff to help families gain access to community resources and receive needed support.

3. Classroom Environment:

- Calmly and efficiently plan, supervise and implement the AMI Montessori method for the children in accordance with the policies and philosophy of the school.
- Oversee and assist in daily preparation and maintenance of the environment.
- Oversee and delegate responsibilities to keep the environment in order: appropriately supplied, in good repair, safe, and classroom materials rotated on a regular basis.
- Oversee the completion of all child-related paperwork in a timely manner.
- Follow all health and safety procedures.

- Ensure children are supervised at all times.
- Complete opening or closing responsibilities based on the schedule of the position.
- Effectively communicate and collaborate with classroom teammates.
- Follow all school policies and procedures.
- Other duties as assigned.

4. Leadership Skills

- Serve as a positive and consistent leader for classroom staff, families, and the organization.
- Complete all supervisory responsibilities for classroom staff including but not limited to recruiting, one-on-one supervision, goals, and accountability.
- Conduct periodic and consistent meetings with classroom staff.
- Assist the Head of School in carrying out staffing coverage needs.
- Seek to improve the Toddler Community by finding new and creative ways to do things within the AMI Montessori method.
- Participate in community and public relations events involving the school.
- Demonstrate proper judgment and decision-making skills regularly and in crisis.
- Communicate pertinent information to staff and families as needed.

5. Professional Development

- Participate in the continuous and creative process to meet individual and program goals through training and professional development.
- Participate in recommended training programs, educational conferences, professional days, staff meetings, and other courses pertinent to professional growth.
- Collaborate with the Head of School and Level Leader to develop and implement professional development plan and goals.

MINIMUM QUALIFICATIONS:

- Must have current AMI Assistants to Infancy Montessori Diploma or complete certification in the next calendar year.
- Must meet state licensing lead teacher qualifications.
- Must have 3-6 years of experience with ages 0-6.
- Must be motivated and able to work independently as well as part of a team.
- Must demonstrate a positive attitude with a commitment to customer service.
- Must have oral and written proficiency in the English language.
- Must be able to work the hours of the position based on the organization's needs.
- Must have current Infant/Child CPR, First Aid, SUID Head Trauma Training or they must be obtained within the initial review period.
- Have the physical capacity to work with infants through Kindergarten aged children: the employee is regularly required to sit, stand, walk, use hands, talk, sing and listen. The employee is frequently required to reach with hands and arms, kneel, bend, sit on the floor, jump, mop, dance, twist at the waist, raise arms above the head, push, pull, run, and sweep. The employee is required to bend, stoop, crouch, and physically assist young children. The employee must frequently lift and move up to 10 pounds and move up to 30 pounds. Good hand-eye coordination and vision are necessary to operate various pieces of office equipment and to complete daily cleaning processes.
- Willingness to undergo a mandatory background study.

BENEFITS PACKAGE:

- Health and dental insurance plans
- Health Savings Account eligible
- Tuition remission for your dependents
- Professional development funds to advance your career
- Employer matching retirement account option
- Regular paid time off
- Opportunity to gain experience or utilize a skill set within a collaborative environment
- Opportunity to serve in a rewarding position

COMPENSATION:

Pay is commensurate with experience.

COVID-19 CONSIDERATIONS:

<http://www.childrensworkshopmontessori.org/covid-19/>

Apply today! Please send a resume and cover letter to info@cwmontessori.org

We are proud to be an Equal Opportunity Employer.