



Mayflower Early Childhood Center Montessori Toddler Guide Job Description

The Montessori Toddler Collaborative Guide at Mayflower Early Childhood Center directs children academically, spiritually, emotionally, and physically in a prepared Montessori environment that challenges each toddler to reach their fullest potential in these developmental areas, in accordance with Montessori philosophy and procedures for the age group in which the AMI diploma is held. The guide is also responsible for maintaining the operation of the classroom in accordance with State of MN Rule 3 guidelines, the Department of Human Services rules, and Department of Health guidelines and requirements. The Montessori guide performs his/her services under the direction and supervision of the Head of School.

This position is 30 hours/week and includes medical, dental, PTO, and 401K benefits with a competitive salary.

Qualifications:

Guides should have an AMI Assistants to Infancy diploma. Good interpersonal skills are necessary. The guide should have the ability to work not only with children but with parents and other staff members as well. A positive and open attitude toward all children is a requirement. Commitment to anti-bias, anti-racist teaching and reflection is essential.

Job Responsibilities:

The following is completed in collaboration with Toddler Community Team:

1. Responsible for preparation of the classroom environment, materials and equipment; ensures that all materials are in good repair and all sets complete. Develops and makes materials when needed.
2. Plan and implement the Montessori curriculum. Give appropriate presentations and establish a record keeping system to track the toddlers' progress.
3. Supervise the classroom assistant, aide, interns, substitutes, and parent volunteers. Provide necessary instruction and training for those assisting in the classroom environment.
4. Promote good communication among staff members.
5. Facilitate a respectful environment for toddlers and adults by advocating conflict resolution and Grace and Courtesy lessons.
6. Stays within classroom budget every year.
7. Ensure respectful and open lines of communication with parents. Be available to parents through written communication, setting up conferences, and educating parents in Montessori philosophy.
8. Assist in the planning and maintenance of the outdoor environment.
9. Assess prospective toddlers when they visit the school.

10. Provide first aid as needed and complete appropriate forms for parents.
11. Comply with all continuing education requirements.
12. Attend all staff meetings and scheduled staff events, including staff retreat.