Children's Workshop Montessori is seeking a Lead Toddler Guide! This is a full-position leading one of our two Toddler Communities, starting August 17, 2020.

Children's Workshop is a non-profit AMI Montessori school located in the West Metro area of Minneapolis, Minnesota. We are a warm and welcoming community of experienced professionals and supportive individuals. Since 1987 the aim of CW has been to develop within the child a global vision, a life-long love of learning and a sense of responsibility toward humanity. All aspects of the Montessori experience come together to foster the development of integrated, committed, respectful, loving, and caring human beings. We serve a diverse community of families with children ages 8 weeks through 6 years old.

To apply please send a resume and cover letter to Chelsea Junge, Head of School, at chelsea@cwmontessori.org.

ESSENTIAL DUTIES:

I. 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.

II. 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.

III. 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.

IV. 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.

V. 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.

REQUIREMENTS:
• Must have current AMI Assistants to Infancy Montessori Diploma or complete certification in the next calendar year.
• Must meet state licensing lead teacher qualifications.
• 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.

PHYSICAL REQUIREMENTS:
This position requires the ability to perform the following job requirements, with or without reasonable accommodations: kneeling, bending, sitting on the floor, jumping, mopping, dancing, twisting at the waist, raising arms above the head, lifting and carrying children up to age 6 yrs., pushing, pulling, running, sweeping, singing, standing, rising from kneeling/sitting position

This is a full-time salaried position. We offer salary commensurate with experience, group health care and dental insurance, health savings account, retirement plan with employer matching program, tuition remission, short term disability, and a beautiful working environment.

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