

## **Job Description - Toddler Teachers (Full Time) - Montessori (MACTE) / RECE / OCT**

### **Aspen Grove Montessori School**

Aspen Grove Montessori School (AGMS) was founded on warm, loving relationships between our students, parents, teachers and staff members. AGMS offers a Montessori-based Pre-School program for children 18 months to 6 years.

### **Position**

At AGMS, we aim to provide a fair, supportive and inspirational working environment for all preschool teachers. Our teachers are passionate about their work and great at what they do! We have doubled our teaching team since our last school year and we are expanding into our final two classrooms for the upcoming school year.

Apply now if you are looking to become an integral member of an enthusiastic and cooperative team with a passion and love for children and their work environment! (Montessori/OCT/RECE Only)

### **Responsibilities**

- Responsible for planning and implementing activities that encourage children's social, emotional, cognitive and physical development;
- Maintain open communication with co-workers and parents;
- Maintain up to date student records, proficient in report card writing;
- Plan and create group lessons, materials and art pieces surrounding monthly themes;
- Observe and record relevant information on each child's progress as required/as per School practices;
- Maintain classroom and all teaching materials in good condition, responsible for toy/material disinfection;
- Participate in outdoor activities with children for at least 2 hours per day;
- Ensure the program compliance with all Ministry and program's standards. i.e. CCEYA, CCMA;
- Provide supervision and training of students and supply teachers;
- Attend all mandatory training required by the school;
- Participate in all school events including open houses, parent meetings, etc. required by the school;
- Perform other duties as assigned by classroom teachers/principal/school director.

### **Qualifications**

- At least 2 year experience in a preschool toddler class environment.
- Montessori Certified/Registered member of the College of Early Childhood Educators of Ontario.
- Valid Standard First Aid and Level "C" CPR.
- Up-to-date medical, TB test and immunization record required.
- Criminal reference check required upon hiring.
- Strong communication (verbal and written) skills.
- Fluent in English (verbal and written).
- Effective organizational, scheduling and time management skills.
- Ability to observe, document and facilitate each child's learning for developmental planning.

**Job Type:** Full-time

Please send your resume to [infoaurora@aspengrovems.com](mailto:infoaurora@aspengrovems.com)