



2201 Cliff Street SW, Calgary, AB T2S 2G4
Phone: 403-229-1011 Fax: 403-229-4474 Email: info@msofc.ca

Child Development Assistant (formerly Level 1) 0.8 FTE, temporary position

Start: Immediately End: May 31, 2018

The Montessori School of Calgary is a well-established, AMI certified non-profit independent school committed to offering authentic Montessori preschool and elementary programs for children ages 3 – 12. MSofC has operated since the mid-1980s and is housed in a Heritage building, the former Cliff Bungalow School, in downtown Calgary, AB.

Reporting to the School Principal, the successful applicant will join a small, multidisciplinary team responsible for assisting with the educational experience for the multi-age (3 – 6-year-old) morning preschool and full day kindergarten students.

The successful candidate:

A warm and nurturing mannerism, as well as a positive and happy disposition are essential. A familiarity with the Montessori pedagogical approach to education and an understanding of Montessori philosophy, curriculum and implementation as well as an interest in pursuing some Montessori training is an asset. This individual is responsible for modeling and promoting the School's mission, vision and policies within the school and its community. The key responsibilities include, but are not limited to the following:

- Ensure the program operates at all times in compliance with all child care licensing standards
- Planning, carrying out and assessing developmentally appropriate activities
- Participate in lunch and snack duties, bathroom duties, playground duties
- Share responsibility for maintaining program equipment in good repair; assist with toy/equipment disinfecting
- Share responsibility for maintaining and organizing the classroom environment
- Engage in positive collaboration with the Montessori guide
- Participate in regular fire drills and other emergency procedures
- Participate in ongoing professional development

Skills and Experience

- Minimum Child Development Assistant Certification
- Police reference check screening with vulnerable sector search
- Standard Child Care First Aid and CPR/AED Level B certification an asset
- Minimum two-year experience working with young children
- Understanding of the stages of child development and theories of development
- Strong organizational and time management skills
- Excellent communication skills
- Desire to work collaboratively with staff, children and their families
- Proven ability to work both independently and flexibly in a team setting
- Familiarity with a Montessori environment and French is an asset

Montessori School of Calgary offers:

- Competitive wage and benefits package \$18 - \$22/hour
- Professional development opportunities
- Supportive, respectful and fun work environment with a genuine commitment to Montessori principles

Hours: 8:00 am – 2:30pm

Please submit your resume in confidence to: Email: patti.vanzeyl@msofc.ca