



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

Position Available: Classroom Assistant (0.7 FTE contract January – June 2023)

Start date: As soon as possible, the ideal candidate is available for paid training in Dec 2022

Application closing date: November 30, 2022.

Position Overview:

Reporting to the Head of School, the Classroom Assistant will join a small, multidisciplinary team responsible for assisting the ECS Montessori Teacher in a primary classroom (ages 3 - 6). This individual will work collaboratively with the After School Care staff as well.

Hours: 12:00 Noon – 5:30PM

Founded in 1983, MSofC is committed to our mission of providing exceptional and authentic Montessori educational experiences for students aged 3-12 years of age spanning preschool to grade 6 Montessori and Alberta Education curricula.

Montessori School of Calgary is an independent school and not-for-profit corporation, housed in a heritage building, the former Cliff Bungalow School in downtown Calgary, AB.

Qualifications and Requirements:

- Minimum Level 1 Early Childhood Educator (formerly Child Development Asst Certification)
- A valid Alberta Teaching Certificate is an asset
- Have a police information check with vulnerable sector verification completed within the past 6 months
- Standard Child Care First Aid and CPR/AED Level B certification an asset
- Minimum two-year experience working with young children
- Provide evidence of successful collaboration with teachers and/or educational leaders
- Exemplary professionalism, organizational talent and excellent communication skills
- Proficiency in computer applications including email and calendar applications
- Proven ability to work both independently and flexibly in a team setting

Summary of Key responsibilities (job functions include but are not limited to):

- Work collaboratively within the student's learning team by supporting the classroom teacher
- Ensure childcare operates at all times in compliance with childcare licensing standards
- Share responsibility for maintaining program equipment in good repair and organized
- Assist children at hand washing sinks, bathrooms or other areas of the school
- Conduct lunch and/or outdoor supervision as required.

Montessori School of Calgary offers:

- Competitive wage at \$20 - \$22/hour depending upon experience and qualifications
- This term contract September through mid-June, Summer employment and additional hours negotiable
- Supportive, respectful and fun work environment with a genuine commitment to Montessori principles

Hours: 12:00 Noon – 5:30pm to begin as soon as possible.

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

Subject line: Teaching Assistant

We appreciate all applications, however only those candidates selected for an interview will be contacted.