



POSITION POSTING: TODDLER GUIDE SUNSHINE MONTESSORI SCHOOL

OVERVIEW:

Come and join the great team at Sunshine! We have a long history, as well as an established leadership team of skilled administrators, and guides and the strong support from our parent Board of Directors. We are passionate about our community and believe our workplace should be united in supporting all its members. We firmly believe that education should be fun and a whole team approach including all caregivers in one united journey. If you think you would be the addition to our team we need, please [visit our website](#), review the position details below and get in touch!

BACKGROUND:

Sunshine Montessori School is a non-profit Southwest Minneapolis community preschool. We have been serving toddlers, preschoolers and kindergarteners since 1978! Our core values are **Community, Excellence, Engagement, Character, and Inclusivity**. We are looking for a trained AMI or AMS Guide who shares our values, has a dedication to the Montessori Method, a passion for community engagement, a commitment to anti-bias/anti-racist teaching, and a desire to help Sunshine continue our long history of success. The Guide position will require strong leadership, teamwork and relationship skills that will help Sunshine continue its mission to develop each child's passion for learning in a positive and nurturing environment that teaches respect for oneself, others, and the environment.

JOB PURPOSE:

The Montessori Toddler Guide will support each child to reach their full potential in accordance with the Montessori Philosophy and the needs of our individual community, preparing them to join one of our Children's House programs at the appropriate time. They will promote the well-being and the physical, emotional, and academic growth of the children as well as help maintain an authentic Montessori environment that also meets all standards set forth by the MN Dept. of Health Licensing Rule 3. The Montessori guide will perform his or her duties under the supervision of the Schools' Administrators. The Guide will additionally be an instrumental leadership role in our small community school and needs to have strong interpersonal, problem solving and communication skills as well as great creativity, flexibility, and a willingness to adapt.

KEY JOB RESPONSIBILITIES:

- Setting the academic direction and care for up to 10 children in our year-round Toddler Environment
- Maintains authentic environment that is inclusive and meets the needs of ALL learners
- Maintains individual student records
- Ensures the environment motivates children to advance through the Montessori materials
- Plans and leads at least two individual classroom Parent Education Events annually
- Participates in all school Sunshine parent education events
- Attend various school community building and fundraising events throughout the year
- Prepares written reports for, and conducts, two Parent-Teacher Conferences per student annually
- Develops supportive and quality relationships with students, parents and staff
- Partners with administration to support the mission, vision and values of Sunshine Montessori
- Ensures classroom environment is cleanly, neat and inviting
- Shares the responsibility for the safety and physical well-being of the children at all times
- Supervise classroom assistants and substitutes. Support assistants with training and mentorship relevant to the classroom and Montessori philosophy
- Maintains certifications as required by licensing (First aid, CPR, AHT, Anaphylaxis/Allergy etc.)
- Participate in ongoing personal professional development and trainings that advances skills

KEY ATTRIBUTES:

- A kind and compassionate educator
- Effective communicator as a team member, leader, and parent liaison
- Ability to manage multiple tasks and assignments at a time.
- Demonstrated ability to effectively manage behaviors and a full classroom of students.
- Capable of problem solving, planning, adapting, and critically thinking both independently and as a team
- Enjoys collaboration while maintaining ability to delegate and manage others
- Willingness to explore other approaches and work with all children's diverse needs, abilities, gifts and interest
- Organized, efficient and able to manage time effectively
- Comfortable with technology and Microsoft Office Suite Applications

EDUCATION AND EXPERIENCE REQUIREMENTS:

AMI or AMS Diploma **AND** a bachelor's degree **IS** required with a minimum of 1 years' experience working directly with children ages 1-3 years. CPR & First Aid Certification are required.

WORKING CONDITIONS:

Work is performed in a fast-paced preschool school environment. Must be able to move around comfortably including bending, sitting on the flooring, kneeling, standing, running, sweeping, cleaning, twisting, using of stairs, lifting of a minimum of 35 lbs. and perform duties necessary to keep up with young children and maintain a safe and positive environment.

JOB TITLE: Toddler Montessori Guide

CLASSIFICATION: Exempt

START DATE: Flexible between June - August 2023

STATUS: Full Time

PROGRAM LEVEL: Toddler

HOURS: 8am-4pm

REPORTS TO: Montessori Director & Director of Programming

BENEFITS:

- * COMPETITIVE PAY FOR YEAR-ROUND EMPLOYMENT OF \$45,000-\$55,000 DOQ
- * MEDICAL COVERAGE (SUNSHINE MONTESSORI PAYS HALF OF THE EMPLOYEE'S PREMIUM)
- * DENTAL COVERAGE (SUNSHINE MONTESSORI PAYS HALF OF THE EMPLOYEE'S PREMIUM)
- * 48 HOURS PER YEAR OF PAID SICK & SAFE LEAVE
- * PAID VACATION TIME OFF FOR THE FULL WEEK OF JULY 4TH
- * ADDITIONAL PTO HOURS AFTER ONE YEAR OF EMPLOYMENT
- * PAID TIME OFF FOR ALL SCHOOL HOLIDAYS, WINTER AND SPRING BREAKS AS SPECIFIED IN THE SCHOOL'S CALENDAR
- * WORKER'S COMPENSATION AND UNEMPLOYMENT INSURANCE
- * EDUCATION REIMBURSEMENT FOR ALL REQUIRED TRAININGS SUCH AS CPR, FIRST AID...
- * AMI OR AMS PAID ANNUAL MEMBERSHIP
- * TUITION DISCOUNT FOR EMPLOYEE CHILDREN ATTENDING SMS
- * SIMPLE IRA INVESTMENT PROGRAM AFTER 2 YEARS EMPLOYMENT WITH GENEROUS 3% MATCHING
- * OPPORTUNITY FOR NATIONAL CONFERENCE TRAVEL

HOW TO APPLY:

Please send resume AND an introductory cover letter to: Jobs@sunshinemontessori.net
Attn: Alanna Nelson. We will continue to review applications until the position is filled.