



New Horizon Montessori School

Employment Opportunity

Date Posted:	June 27, 2018
Position Title:	Early Childhood Educator
Positions Available:	Multiple
Location:	Coquitlam Campus: 1415 Noons Creek Drive, Coquitlam BC
Terms:	Full Time: 5 days/week
Shifts:	Negotiable as multiple positions available
Salary:	\$16-\$19/hour
Start Date:	As soon as possible
Reports To:	Supervisor, Manager

Situation:

New Horizon Montessori School has been dedicated to providing quality childcare to families across the Lower Mainland for over 15 years. It is our mission to create an environment where we as educators can nurture each child's natural desire to learn and aid them in reaching their full potential.

We are currently seeking multiple ECE Teachers to join our team immediately and for the coming school year.

Major Responsibilities:

- To interact directly with children, providing quality care and administering Montessori learning materials.
- To establish and maintain positive daily communications and interaction with families, upholding New Horizon Montessori School's level of customer service.
- To maintain neat, clean and orderly classrooms with other staff members.
- To ensure that all safety and licensing requirements are met.
- To release children only to those authorized by parents/guardians
- To work with and collaborate with other staff members to properly administer New Horizon Montessori School's curriculum.
- To maintain regular attendance, punctuality and be appropriately dressed and well groomed.

Requirements:

- Early Childhood Educator License to Practice **required**
- High level of organizational and customer service skills

- Experience working with children in a childcare/educational setting an asset
- Current First Aid certificate

In addition to the listed requirements, applicants should also possess the following competencies:

Leadership: Motivates self and others to take action and achieve desired outcomes.

Communication: Communicates with children, parents and staff in a thorough, clear and appropriate manner.

Team Work: The ability to work effectively with other staff members to achieve organizational goals.

Product Knowledge: Thorough understanding of the requirements in providing quality childcare.

Application Process: Please email a brief cover letter and/or resume to nhmontessori@hotmail.com explaining why you are a suitable candidate for this position.

Thank you for your interest and application.