



External Job Posting

Title: Montessori Primary Program Supervisor (3-6 years)

Work Hours: 8 hour shift, shift times are subject to change to meet operational needs

Start Date: January 2, 2018

Wages: The wages and benefits have not been set for this position, as the Montessori Daycare Society (MDCS) is in bargaining with the British Columbia Government and Services Employees' Union (BCGEU) for a new Collective Agreement. The new positions and their respective wage rates will be added to the collective agreement, once bargaining has been completed. Until bargaining has been completed the salary and benefits will be based upon the wages rates and benefits set out in the 2012-2016 Collective Agreement between the MDCS and the BCGEU.

This position is open to male and female applicants.

The Montessori Daycare Society will be moving into a brand new, purpose built facility at 10th and Maple in February 2018 (tentative date). Our new facility will have two classroom spaces. One classroom for our current program for 25 children aged 3-6 years and a second classroom space for 12 children aged 1-3 years. We are thrilled to be offering Montessori education for both toddlers and preschool aged children, meeting the needs of families and following our mission of *Guiding and Inspiring Independent Life-long Learners*.

The closing date for this job posting is December 1st, 2017. If you are interested in this position, please apply in writing by way of a cover letter and resume to Jasmine Howes, Executive Director. Email: info.montessoridaycare@gmail.com

Cc: BCGEU
Nighat Gondal, Shop Steward

Montessori Daycare Society
www.montessoridaycare.ca
2091 West 8th Avenue
Vancouver, B.C.
6917
V6J 1W4

Website:

Email: info.montessoridaycare@gmail.com
Telephone: 604-731-



Job Description: Montessori Primary Program Supervisor (3 – 6 years)

Job Summary

Our ideal program supervisors have the required Early Childhood Education and Montessori Qualifications, have demonstrated leadership abilities in a collaborative, nurturing, team oriented environment. Must be able to communicate easily with staff, parents, children and the Executive Director in both a verbal and written form. They will need to work collaboratively with the Program Supervisor Montessori Infant Toddler Program to ensure a continuum of care for the children. They need to have a strong teaching presence understanding the importance of the child's emotional needs. They will be required to be the public representation of the organization and their program to the broader community. They need to ensure the proper adherence by both staff and families of the policies and procedures of the Montessori Daycare Society.

Duties:

1. Supervise Montessori Primary program and educators under the direction of the Executive Director
2. Designated as the Person-in-charge for the license of the program
3. Direct care and supervision of children
4. Meets and communicates regularly with the Executive Director to discuss issues/concerns/new information.
5. Responsible for and given time to ensure high quality program plans are developed and implemented to meet the individual and group needs.
6. To be proactive in meeting with staff/family needs in a timely manner, and maintain strong and effective communications
7. Create weekly staffing schedule and submit staff timesheets to the Executive Director
8. Provide input for staff team annual performance review
9. Establish and maintain registration records for children and families in the program including orientation of new families and care plans for children with special needs
10. Lead monthly staff meetings
11. Manage food and teaching supplies within their program's budget in conjunction with the Montessori Infant Toddler Program Supervisor.
12. Report any maintenance or building issues to the Executive Director in a timely manner.
13. Create a monthly newsletter for the parents in conjunction with the Montessori Infant Toddler Program Supervisor
14. Meet on an ongoing basis with the Executive Director.

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Qualifications

Education, Training and Expertise

- Montessori: AMI/AMS or equivalent qualifications
- Early Childhood Educator License to Practice/Certificate
- Current First Aid
- Clear Criminal Record Search
- Medical Clearance to work with children
- Experience leading a staff team of three or more.

Skills and Abilities

- Ability to manage and supervise staff and children
- Ability to communicate effectively, both verbally and in writing.
- Additional languages, and Montessori Infant Toddler training are considered an asset

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