



## Young Children's Community Guide (16 months to 3 years)

### About Provident Montessori

We are an authentic Montessori school in San Francisco founded in 2022 by AMI-trained husband and wife team Montessorians. We are passionate about providing an authentic Montessori learning environment that is nurturing, safe, and warm to support parents in developing children who are morally, emotionally, behaviorally, and prepared for the world.

Our school is looking for an enthusiastic, purpose-driven, and high-integrity AMI-trained Assistant to Infancy (0-3) diploma holder as our Young Children's Community (YCC) Guide to join our growing community.

### Position Summary:

This position requires a warm and friendly personality with the ability to be sensitive to the feelings and needs of others. In addition, this person must have the ability to relate well with children and adults. The Guide prepares and maintains the classroom environment in which the Montessori approach to education is implemented.

### Key responsibilities:

#### To the children

- Interact with children in an open, honest, and loving manner, always with dignity and respect.
- Responsible for ensuring the safety, health, physical, and social/emotional well-being of the children at all times.
- Support the natural path of development of the children throughout the day including but not limited to supervising, observing, and offering presentations to the children to meet the needs of the individual children with concern for their interests, special needs, temperament, special talents, and style/pace of learning.
- Following through with the limits set in the environment.
- Act on the faith that the child's potential will reveal itself; trust that the child can do things by themselves.
- Support children through the toilet learning process and nap.
- Supervise and engage in play with up to 12 children between the ages of 16 months - and 3 years old during one/two daily park outings.
- Keeping records of observations and the children's progress.

#### To the environment

- Maintain the prepared environment daily and make changes as necessary according to the pedagogy and the children's natural path of development.
- Keep the environment in order: complete, clean, supplied, and in good repair.
- Follow all the health and safety procedures.

#### To the school and staff

- Serve as a positive and consistent leader by being an example for all staff regarding conduct, language, and attitude.

- Train and lead assistants to maintain and organize the prepared environment.
- Collaborate with classroom staff, the Casa guide, and the administration.
- Participate in recommended training programs, educational conferences, professional days, staff meetings, and other courses pertinent to professional growth.

#### To the parents

- Respectfully, courteously, and professionally include families in our Montessori environment and encourage and support family participation in program activities.
- Build relationships and maintain daily communication with parents with compassion, patience, and understanding.
- Schedule and complete all regular conferences, home visits, phone calls, monthly curriculum, and developmental screenings as needed for each child promptly.
- Participate in enrollment information sessions, prospective family interviews, and parent education sessions.

#### **Qualifications**

- Association Montessori Internationale (AMI) Diploma, at the A to I (0-3) level. *Recent Montessori graduates with limited experience will also be considered.*
- 12 ECE Credits (Minimum of 6 units completed and enrolled in 6 additional units) - AMI Diploma might fulfill this requirement.
- A Bachelor's Degree.
- Classroom Experience with children between the ages of 18 months - 3 years old (2+ years preferred) is a plus!
- A warm and friendly personality with the ability to be sensitive to the feelings and needs of others, including children and adults.
- Love of children and humanity.
- Must have oral and written proficiency in the English language.
- Organized and well-spoken.
- Open-minded and growth-oriented.
- Must have a combination of humility and hunger for improvement.
- Must complete post-offer, and pre-employment physicals, and provide proof of required vaccinations and TB test.
- Ability to lift 40 pounds.
- Criminal and Background Clearance.
- CPR/First Aid Certification (or be willing to acquire).
- Must be up-to-date on COVID vaccination (all our staff is fully vaccinated)
- Be available for full-time work, 5 days a week.

We have the J-1 visa available for qualifying candidates. The J-1 Teacher Program is a nonimmigrant cultural exchange, which allows foreign teachers to teach in our school.

Required Qualifications for a J-1 Visa Sponsorship:

- Bachelor's or Master's degree.
- A minimum of 2 years of teaching experience.

## **Compensation**

This is for the 2024-2025 school year. The salary for the position is ranging from \$70K to 80K/year. The compensation will be commensurate with experience. Full coverage of premiums for medical, dental, and vision, paid national holidays, and 5 weeks of paid school holidays (throughout the year).

We also offer personal development opportunities including but not limited to AMI/USA Refresher Course, AMI Consultant consultations throughout the year, and professional development seminars/workshops.

This opening is in the all-day Montessori program with children present from M-Th 8:30 a.m. until 4:45 p.m., and F 9:00 a.m. until 4:00 p.m. You will work with the classroom team in implementing an authentic Montessori program for the children we serve.

Your daily schedule is Monday to Friday 7.45 AM to 4.45 PM with a 1-hour lunch break, a morning 10-minute break, and an afternoon 10-minute break.

**Start Date: January/February 2024 or June/July 2024**

To experience the rewards and excitement of working at Provident Montessori, please send:

- Resume and cover letter to [admissions@providentmontessori.com](mailto:admissions@providentmontessori.com)
- A minimum of 2 reference letters, which must be combinations of at least the following: personal, professional, and academic.