



Clover Montessori School

Clover Montessori School is a new Montessori school in West St. Paul, MN, serving children 16 months to 6 years old. We have one Toddler Community and one Children's House.

We are seeking a Toddler Guide with a passion for Dr. Montessori's method of early education to join our team of professionals. The faculty at Clover Montessori School are committed to providing the best care and education to all children. The Toddler Guide who accepts this position will have the opportunity to work alongside the current interim Toddler Guide to ensure a successful transition of adults.

This full-time position is for qualified individuals who value the early childhood profession and wish to make a difference in children's and families' lives.

Main Responsibilities:

- ♣ Maintain a safe, ordered, and beautiful learning environment that is developmentally appropriate and authentic to Montessori principles.
- ♣ Observe and supervise children to inform lesson plans for individual children.
- ♣ Maintain professional parent/guardian relationships, providing transparent and ongoing communication via daily logs, conferences, email or telephone calls, and community updates.
- ♣ Maintain professional relationships with coworkers, attend professional development trainings and seminars, attend school events and staff meetings, and provide positive leadership to team members.
- ♣ Maintain MDH and DHS licensing requirements for Toddler Community environments and ensure health and safety is a priority. Maintain academic records and required documentation.

Position Requirements:

- ♣ Montessori certification required (AMI Diploma preferred).
- ♣ Bachelor's degree.
- ♣ Montessori experience preferred.
- ♣ Strong interpersonal and time management skills.

Compensation for this full-time, year-round position is \$56,000 per year with benefits.

To apply for this position please submit your resume with a cover letter to Jana Hedlund at office@clovermontessorischool.com.