

<b>Job title</b>	<i>0-3 CURRICULUM COORDINATOR</i>
<b>Job Type</b>	MANAGEMENT/EXECUTIVE
<b>Position Type</b>	Full-Time (12 months)
<b>Job Setting</b>	Montessori School

### **Job purpose**

Seeking Curriculum Coordinator to support our Infant and Toddler classrooms. The coordinator will work inside and outside of the classroom to support student learning and achievement. The coordinator assists the Director in supporting administration, analysis, process improvements, informal and formal assessment design, professional development, and implements/manages instruction and curriculum design. Should have a strong Montessori foundation and understanding of early childhood development, encourages independence, patience and respect for children and adults. Understands how to prepare a safe and engaging Montessori environment that provides social, physical, and intellectual development opportunities for children. Is able to collaborate with staff, and communicate with parents working towards the goal of nurturing a passion for learning in children.

### **Qualifications**

#### **AMI CREDENTIAL REQUIRED**

**Education:** Bachelor's Degree

**Montessori Credential Level:** Infant & Toddler

**Professional Level:** Managerial

### **Employer Details**

#### **University Village Montessori School**

Located in the heart of University Village near the University of Illinois Chicago campus and only minutes away from Chicago downtown. Our mission is to respect and nurture a passion for learning in young children. We strive to provide children with the best possible start in life through the development and enhancement of cognitive, linguistic, motor, social-emotional, and self-help learning skills in an authentic Montessori environment. We are looking for experienced, Montessori certified teachers who are excited about helping to ignite that passion.

### **Application Instructions**

Please download the employment application from <http://www.uvmontessori.com>. To indicate your interest in the position submit a resume and completed application to the Executive Director, Kiran Devani, via email [info@uvmontessori.com](mailto:info@uvmontessori.com). You may also contact us directly at 773-800-9780.

#### **CONTACT INFORMATION:**

**Employer:** University Village Montessori Schools

**Contact:** Kiran Devani

**Phone:** 773-800-9780

**Email:** [kirandevani@uvmontessori.com](mailto:kirandevani@uvmontessori.com)