



NWT MONTESSORI SOCIETY

On Call Substitute Teacher

DESCRIPTION:

The substitute teacher works alongside the Montessori classroom teacher to provide high-quality childcare in an academic environment for children between the ages of 2-5 in our preschool program. The substitute teacher plays an integral part in the classroom environment, providing exceptional care for students while adapting to the classroom rules, regulations and schedules within a Montessori Environment.

DUTIES:

- Work with the Classroom Teacher to provide exceptional care for our Casa students
- Assist the teacher with lessons and activities within the classroom
- Monitor students during lunch and snack times
- Ensure that proper sanitizing of materials and surfaces is compliant with Health and Safety Regulations
- Supervise students in the classroom and during outdoor play
- Follow classroom schedules (work periods, recess, lunch and snack time)
- Follow guidelines for parent communication, confidentiality and the NWT Montessori Society's policies as stated in the Parent Handbook
- Supervise during outdoor play to ensure the safety of students
- Compliance with the NWT Daycare Act and NWT Montessori Society regulations at all times
- Follow the Positive Behavior Policy
- Awareness and use of Emergency procedures
- Facilitate age-appropriate activities when needed
- Light administrative duties (photocopying, preparation of crafts and activities)

SAFETY AND LEGAL REQUIREMENTS

The employee is required to hold valid and current certificates in:

- First Aid;
- Child Cardiopulmonary Resuscitation (CPR) and an
- Up to date immunization record (i.e., tuberculosis screening, etc.).

If the employee does not have valid certification, he/she will be required to obtain these certificates in Yellowknife, at the employer's expense, at a time to be determined by the board.

The employee must provide and clear a Vulnerable Sector Check from the R.C.M.P.

The employee must ensure that the school and program are operated within the requirements of the NWT Child Day Care Standards & Regulations, and within the policies and bylaws of the NWT Montessori Society.

QUALIFICATIONS:

- Ability to work with children in a respectful, calm and compassionate manner
- Understanding of Early Childhood development
- Ability to multi-task
- Ability to communicate with students, staff and parents/guardians
- Knowledge of the NWT Daycare Act
- Ability to adhere to the Montessori practices and philosophy while working with the Montessori teacher
- Ability to create a safe environment while being consistent at all times
- Knowledge of Montessori practices or willing to learn