



# Intercultural

## Montessori Language School

## Employment Opportunity

### Two-year-old Program Assistant Director

#### About Our School

[Intercultural Montessori](#) is a Dual Language Montessori School for students age 2 through the 8th Grade. Our unique program combines dual language education with the Montessori approach. We develop global citizens ready to succeed in the multicultural, multilingual world of the future. The school is located in Chicago's West Loop Neighborhood. Our school is a diverse international community and a wonderful place to work!

#### Job Description

The Director Assistant provides support to the Director in charge of the program. Reinforce rules and lessons. The Director Assistant helps the Director in plans, organizes, staffs, implements, and directs the activities of Intercultural Montessori's Two-Year-Old Program.

#### Qualifications

- The childcare director assistant shall be at least 21 years of age.
- The childcare director assistant shall have a high school diploma or equivalency certificate (GED).
- Shall have a minimum of an associate degree in child development or early childhood education, or the equivalent (defined as 64 semester hours in any discipline with a minimum of 21 semester hours of college credit in child development, early childhood education or early childhood special education
- Directors Assistant qualified must still have current Mandated Reporter Training, SBS, Certified in CPR and first aid, and other training certificates as required.
- Knowledge of curriculum development and planning, in-service staff training and procedures for evaluation of the progress of individual children.
- Sensitivity to the individual and group needs of children and their families.
- Ability to communicate with parents and staff effectively.
- Ability to delegate responsibility.
- Proficiency in Microsoft Office, Google Suite and email programs.

#### Duties & Responsibilities

- Support Director in planning, and implementation of curriculum
- Work with the Director to plan activities to support social/emotional, cognitive, physical and language development
- Assume responsibility for the program when the director is away
- Assist in taking and keeping notes on student development and milestones
- Assist in the coordination of special events and field trips



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- Model appropriate behavior and maintain positive attitude
- Staff shall be able to demonstrate the skill and competence necessary to contribute to each child's physical, intellectual, personal, emotional, and social development.
- Emotional maturity when working with children.
- Cooperation with the purposes and services of the program.
- Respect for children and adults.
- Flexibility, understanding and patience.
- Physical and mental health that do not interfere with childcare responsibilities.
- Good personal hygiene.
- Frequent interaction with children.
- Sensitivity to children's socioeconomic, cultural, ethnic and religious backgrounds, and individual needs and capabilities.
- Use of positive discipline and guidance techniques.
- Ability to provide an environment in which children can feel comfortable, relaxed, happy and involved in play, recreation and other activities.
- While performing the duties of this job, the employee is regularly required to stand, walk, handle or feel, reach with hands and arms and talk and hear. The employee is frequently required to stoop, kneel, crouch, or crawl. The employee must frequently lift up to a 30-pound child.

**Schedule** Monday to Friday, 40 hours/week, 12-month contract

**Salary** Based on education and experience

**Reports to** Director of Toddler Program