



Vice Principal of Academics and Curriculum

Start Date: August 23, 2021

Aurora Montessori School is a co-educational Montessori private school located in the heart of Aurora, Ontario on 14 acres of natural conservation lands. AMS delivers high-quality Montessori programming to students aged Toddler to Grade 8 in a 36,000 sq. ft facility with multiple state of the art playground areas, an outdoor amphitheatre and outdoor classroom, a gymnasium with a performance stage, and so much more.

Our mission is to help children realize the great potential that rests within, by assisting them in developing a sense of self and inspiring them to act on their ambitions. By adhering to the core principles, philosophies, and pedagogy of Dr. Maria Montessori, we are devoted to each child's intellectual, emotional, social, spiritual, and physical development.

At AMS, the VP of Academics and Curriculum is consistently observing and making decisions about our programs in order to keep the highest Montessori standards throughout the child's educational journey; each child progressing with the guidance of well-trained staff and a robust curriculum. Dedicated to the idealistic Montessori philosophy and the pragmatic solutions to everyday classroom experiences, the VP, in working with our classroom teachers, finds the right balance to convey and impart our program at its best.

Aurora Montessori School is seeking the right candidate to best fit this role for the upcoming school year 2021 - 2022 and beyond. We are looking to hire a dynamic, energetic, experienced Montessorian, who excels in managing and educating an amazing staff, communicates well with parents and students and, aids in facilitating the growth and expansion of a highly reputable Montessori private school. The Vice Principal is a team player who has a warm and collaborative nature, embodies positive energy, possesses superior organization and prioritization skills, and is self-motivated in the completion of their work. They have exceptional communication and interpersonal skills including outstanding written and public speaking ability and excel in interacting with a variety of people in small and large group settings.

The Vice Principal of Academics and Curriculum is a full-time employee of the school, working an average of 40 hours a week during regular school hours, evenings, and some weekends, throughout the school year. A competitive compensation package will be commensurate with experience.

JOB REQUIREMENTS:

- an AMI, MACTE, or AMS accredited Early Childhood Montessori Diploma (ages 3 - 6)
- and/or an AMI, MACTE, or AMS accredited Elementary I and II Montessori Diploma (ages 6 - 12)
- a University degree or equivalent
- Previous experience in a management/leadership role at a Montessori school is considered an asset
- Current Vulnerable Sector Check (VSC)
- Current Standard First Aid and CPR/AED Level C
- Up to date Immunization Health Screening/Record
- Have an excellent command of written and spoken English

- Be able to build a positive and collaborative rapport with staff, students and parents
- Possess strong observational skills

JOB DESCRIPTION:

- Work closely with the Principal, Vice Principal of Formative Education and Advocacy and all Administration staff
- Working knowledge of Montessori Early Years and Elementary Pedagogy, Philosophy and Methodology
- Oversee academic programs and curriculum
- Facilitate remote learning and investigate remote-academic resources for use by staff when required
- Organize and hold meetings with staff groupings and grade levels
- Create professional development opportunities for staff throughout the year and on PD days
- Oversee student academic development
- Oversee the yearly standardized testing of students
- Oversee teacher record keeping and academic standards
- Meet with staff, parents and/or students about academic concerns
- Assist with classroom/teacher timetable scheduling
- Ability to write student and staff observation reports
- Knowledge and creation of IEPs/Student Growth Plans
- Proof-reading and editing of report cards three times per year
- Oversee yearly inventory of materials and provide lists and costs for material refurbishment
- Coordinate Parent Education workshops and special events with the administration team and teaching staff

As part of the Administration Team, the Vice Principal of Academics and Curriculum may be involved in the following duties:

- Day to day school operations and operational functions
- School logistics and budgets
- Interviewing and hiring school personnel
- Reviewing and implementing school policies and procedures

We are committed to providing accommodations for applicants with disabilities, please advise us if you require an accommodation during the recruitment process.

If you would like to be considered for this exciting opportunity, please submit a cover letter and résumé to hr@auroramontessori.com by **Friday, July 16, 2021**.

We thank all candidates for their interest, however only those selected for an interview will be contacted. To learn more about Aurora Montessori School, visit our website: www.auroramontessori.com.