



Montessori Training Center of Minnesota Employment Opportunity

Position: Primary Course Assistant

Reports to: Executive Director/ Director of Primary Training

Type: Full-time

Primary Purpose: The Primary Course Assistant's role is to support the training of future Montessori teachers as well as the mission of the center as a whole. This involves supporting the Director of Primary training in all aspects of the organization and preparation of the course.

Organization: The Montessori Training Center of Minnesota (MTCM) was established in 1973 to train teachers in the Montessori method. Our programs are recognized internationally for their quality and rigor and the MTCM is accredited by the Association Montessori Internationale (AMI), the organization founded by Dr. Maria Montessori. We are one of just 13 AMI teacher-training institutions in the U.S. and one of 35 worldwide.

Principle duties and responsibilities:

- Support the Executive Director/Director of Primary Training
- Meticulous development, care and oversight of the practice environment
- Maintaining Material Making Studio
- Organizing digital and print media (handouts, photos, etc)
- Developing and maintaining organization of all files related to the Primary course and other activities of the MTCM
- Effectively communicating with trainees about Montessori theory and materials
- Album reading
- Supervising trainee practice with the materials
- Occasional lecturing as requested by director of Primary training
- Create and edit Powerpoint presentations
- Perform other duties as assigned and required
- Recruitment of trainees

Preferred Qualifications:

- AMI Primary Diploma (required)
- Bachelor's degree

- Experience working independently and collaboratively with others to achieve goals
- Strong computer skills: Mac and PC, Powerpoint, Microsoft Office, Keynote, Excel
- Knowledge of and experience with sewing machines
- Ensure that MTCM and Cornerstone Montessori organizational culture, values, and reputation are maintained within the staff, volunteers, and partners

Knowledge, Skills and Abilities:

- Excellent organizational skills, ability to manage multiple tasks and meet deadlines
- Skill at creating beautiful hand-made materials for the practice environment
- Teach trainees in various techniques
- Exhibit strong professional written and oral communication skills: Excellent professional presentation skills
- Excellent interpersonal skills, including decision-making, listening to others and communication
- Strong leadership skills
- Flexibility
- Confidentiality

Interested applicants should submit cover letter and resume by March 1st, 2012

(position is open until filled)

By mail: MTCM- Course Assistant Position
1611 Ames Ave
St. Paul, MN 55106

By email: mtcm@mtcm.org
Subject Line: Course Assistant Position