



LITTLE CLARION MONTESSORI SCHOOL

<SCHOOL POLICY>

SCHOOL YEAR 2023-24

LCMS Community welcomes you
to a blessed SCHOOL YEAR 2023-24!



INSPIRE WITH **FAITH**
NURTURE WITH **HOPE**
SERVE WITH **LOVE**

"You are the light of the world."

Matthew 5:14

CONTACT US AT:

Little Clarion Montessori School
MAKATI/BGC
managermakati@littleclarion.com
managerbgc@littleclarion.com
Website: littleclarion.com



Welcome to Little Clarion Montessori School!

Founded in 2008, Little Clarion Montessori School is a leading educational institution offering internationally recognized Christian Montessori Method as its core academic curriculum aiming to **inspire, nurture and serve** community of learners.

The Christian Montessori curriculum integrated with various enrichment programs, LCMS caters to children of all nationalities from ages 1.5 to 9 years of age providing the highest standards of early childhood, and lower elementary program. The Montessori approach emphasizes hands-on learning and discovery, independence, student-initiated work, problem-solving, flexible pacing, and freedom of movement based on the idea that children have a natural curiosity and desire to learn. Montessori inspired classrooms of LCMS are characterized by mixed-age groups fostering cooperation, multi-sensory materials, and a focus on individual learning at each child's own pace allowing individual liberty with limits. An exciting exploration of small society of learners in LCMS nurtures students to be independent, enthusiastic, and confident lifelong learners.

Faculty members of LCMS have attained their bachelor's degree in recognized universities for early childhood education, special education, or elementary education. They have received 300 hours of intensive Christian Montessori Training Course from Christian Montessori Teacher's Academy (CMTA). More importantly, our teachers are devoted and passionate about teaching students with love, faith, and hope.

Please read through following information and keep it handy for quick reference and guide. Little Clarion Montessori School holds the right to amend and supplement this handbook as exigencies require.

Please contact the administration for any questions and concerns.



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I. PHILOSOPHY & OBJECTIVES

MISSION

To Provide Diverse Opportunities

To build a foundation for our students' growth by providing diverse learning opportunities which are innovative and artistic on daily activities.

To Develop the Child Holistically

To nurture and enhance cognitive, emotional, social, linguistic, physical, and spiritual development of children through the inclusion of Christian Montessori program, music, art, dance, and theater in daily student activities.

To Develop Leaders

To educate our students to be good leaders of family, community, and the nations with the Word of God in their hearts and prayer by instilling Christian values through daily routines of prayer and bible studies.

VISION

Enthusiastic Learners

We encourage children to be active and creative explorers who are not afraid to try out their ideas and think on their own.

Independent Learners

Through the Christian Montessori program, children become lifelong responsible learners who know how to make the right choices. Children learn at their own pace and in the ways that are best for them.

Confident Learners

We educate children to have a positive sense of themselves by giving them good work habits and attitudes which will make a difference throughout their lives.

CORE VALUES

Our core values are based on a biblical foundation, specifically emphasizing faith, hope, and love.

1. FAITH

Faith is confidence in what we hope for and assurance about what we do not see. Hebrews 11:1

- Faith in God: Trusting in God's presence, guidance, and provision in one's life.
- Faith in oneself: Believing in one's abilities, strengths, and potential, recognizing that we are created in God's image.
- Faith in the future: Maintaining a positive outlook and trusting that God has a plan and purpose for our lives, both in the present and in the days to come.

2. HOPE

Hope is characterized by confidence, aspiration, goals, motivation, achievement, and optimism. It is a powerful force that brings life, joy, and confidence. As children of God, hope is grounded in the promises of God and the assurance of eternal life through Jesus Christ.

3. LOVE

Love is central to the Christian faith and is emphasized in the teachings of Jesus. LCMS promotes two aspects of love.

- Love for God: This involves wholehearted devotion to God, acknowledging His love, and responding with reverence, worship, and obedience.
- Love for neighbors: Jesus commanded His followers to love others as themselves. This entails showing compassion, kindness, and selflessness towards others, treating them with dignity and respect.

By embracing these core values, LCMS seeks to guide its members in their spiritual journey, fostering a deepening relationship with God, promoting a hopeful outlook on life, and encouraging a genuine love for God and others.

“Love the Lord your God with all your heart and with all your soul and with all your mind and with all your strength. Love your neighbor as yourself.” Mark 12:30-31

CORE COMPETENCIES

1. Excellence

- Excellence in teaching: Demonstrating a commitment to high-quality and effective teaching methods, ensuring students receive a valuable and enriching education.
- Excellence in nurturing: Providing a supportive and caring environment for students' personal and academic growth, helping them develop their full potential.
- Excellence in program: Ensuring that educational programs are well-designed, relevant, and aligned with the needs of students and the institution.
- Excellence in professionalism: Upholding high ethical standards, being accountable for actions, and maintaining a respectful and responsible demeanor in all interactions.

2. Service

Leaders to serve God and others.

Emphasis on servant leadership is the fundamental context of service at LCMS. It emphasizes the leader's role as a servant to others, putting the needs of their team members or followers first and supporting their growth and development. Jesus Christ serves as a profound example of a servant leader in various aspects of his teachings and actions.

- Humility: Jesus was the epitome of humility. Despite his divine nature, he washed the feet of his disciples as an act of service, showing that leaders should not be above doing humble tasks and serving others.
- Empathy: Jesus showed deep empathy towards people, understanding their needs, concerns, and emotions. A servant leader listens actively and compassionately to the concerns of their team and seeks to address them.
- Healing and Support: Throughout his ministry, Jesus healed the sick and comforted the afflicted. Similarly, a servant leader provides support and care to their team members during challenging times, showing genuine concern for their well-being.
- Vision and Purpose: Jesus had a clear vision and purpose, which he communicated to his followers. A servant leader also inspires their team by sharing a compelling vision and helping each member understand their role in achieving it.
- Empowerment: Jesus empowered his disciples by giving them responsibilities and trusting them to carry out their tasks. A servant leader empowers their team by providing them with the resources and autonomy needed to succeed.

- **Sacrifice:** Jesus ultimately sacrificed his life for the greater good. While not all servant leaders are called to make such profound sacrifices, they are willing to make personal sacrifices for the benefit of their team and the organization.
- **Leading by Example:** Jesus led by example, demonstrating the values and behaviors he expected from his disciples. Similarly, a servant leader sets an example through their actions and ethics.

3. Trust

Building trust amongst colleagues, students, and parents: Establishing an atmosphere of openness, honesty, and reliability, where all parties can feel confident in each other's intentions and actions.

- **Responsibility and Respect:** Demonstrating responsibility by fulfilling commitments and treating others with respect, valuing their perspectives and contributions.

PHILOSOPHY

- We believe that ALL children have the right to learn.
- We believe in the educational philosophies of Dr. Maria Montessori that children have natural power and hidden potential for learning and that teachers and parents will help develop and shape this power and hidden potential.
- We believe in the constructivist theory of learning of Jean Piaget and John Dewey, that learning occurs as learners are actively involved in a process of learning and knowledge construction.
- We believe in the theory of multiple intelligence.
- We believe in the great commission God has given us.
- "Go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit and teaching them to obey everything I have commanded you. And surely, I am with you always, to the very end of the age." Matthew 28:19-20
- Through practicing and observing daily routines of prayer, we would like to teach Christian Values to our students.
- Through daily prayers and devotion of the faculty members & staff, they are trained to walk with the Word of God and pray for the guidance of the Holy Spirit in daily classroom management and school life.
- By welcoming non-Christian students LCMS, we achieve to evangelize through daily prayers and sharing of Gospel.

- Teachers are to be mentors of students by showing the fruits of the Holy Spirit – Love, Joy, Peace, Patience, Kindness, Goodness, Faithfulness, Gentleness and Self-control.

II. FACULTY

1. **SELECTION OF FACULTY MEMBERS (Eligibility)**

A. **LEAD TEACHER**

A lead teacher must possess either a bachelor's degree or Master's degree on Early Childhood Education or Special Education.

- ❖ A lead teacher must have passed a Licensure of Exam for Teachers (LET).
- ❖ A lead teacher must have at least three years of teaching experience as a lead teacher at another early education institution.
- ❖ A lead teacher must be able to show a track record of having good conduct, self-esteem and moral values.
- ❖ A lead teacher must dress appropriately and maintain good hygiene.
- ❖ A lead teacher must be able to perform multitasking assignments.
- ❖ A lead teacher must have a “Montessori” teaching certificate or must undergo training under the Little Clarion Montessori School for one year before becoming a lead teacher.
- ❖ A lead teacher should maintain confidentiality and secure data privacy of the school and the students. Personal use of school/student information is strictly prohibited.
- ❖ A lead teacher must completely devote herself to her work and is prohibited to engage in any tutorial services outside school during work hours.

I. **Job Summary**

The head teacher is responsible for the overall management of the classroom. Specifically, the head teacher is responsible for preparing a lesson plan, attending to the needs of the students, communicating with parents, and preparing the classroom and teaching materials.

II. Work Activities

Information management

- Sends the monthly lesson plan to parents through email
- Prepares picture reports on Facebook
- Sends the narrative reports to parents quarterly via email.
- Writes Incident Reports for accidents, incidents to parents and notify AD.
- Keeps a record of student basic information.
- Sends Snack Assignments through the group chats.
- Maintains an updated Teacher's Record / Observation notes.

Parent Communication

- Communicates with parents through the Parents' Chat Room in Viber
- Assists parents in hosting birthday celebrations of students.
- Communicates with volunteer parents for special classes.
- Discusses student progress reports to parents during the Parent Teacher Conference held twice year.
- Gives Montessori material presentations.

Class Management

- Orients the proper use of teaching materials to students.
- Introduces the routine and activities of a school day to students.
- If assistance is required, aids students to complete a material.
- Introduces the foundation of Christian faith to students.
- Sets reasonable expectations of proper behavior inside the school.
- Facilitates Circle Time
- Starts the class on time.
- Records student attendance
- Uploads pictures of students doing class activities in the official Facebook account of Little Clarion weekly
- Attends to the needs of the students.
- Administers first aid treatment to students
- Provides weekly observation of students and uploads in the google drive
- Provides and updates the Montessori Checklist weekly.

- Collects all work outputs of students.
- Safeguards students during outside school activities
- Tutors students who avail of tutorial services within the school premises as appointed by the school directress

Material Management

- Designates an area in the classroom for each category of Montessori teaching aids.
- Ensures completeness of all teaching materials
- Makes new teaching aids (e.g. booklets and art materials) using the school laptop and printer
- Stores the teaching materials in their designated places.
- Arranges tables and chairs.
- Displays artistic outputs of students in the classroom.
- Creates props for school activities or events.

(Only for Toddler Teachers)

- Maintains the personal belongings of students kept in school.
- Toilet or potty trains toddler students
- Changes toddler students' clothes
- promotes proper hygiene and cleanliness.

III. Tools and Equipment Used

- Mobile Phone for parent-teacher communication
- School laptop and charger
- Paper and Printer
- Writing materials
- Paper Cutter, Scissors
- Tape, Stapler and Wire
- File Folders
- (Bluetooth) Speakers
- Music Player
- Laminator
- Montessori Training Course Manuals
- Montessori materials and Lego Education materials

IV. Job Context

The Lead teacher spends the majority of time attending to the students. Work hours are Monday-Friday from 7:30 a.m. to 3:30 p.m. with lunch provided. The workday is spent in well-lit and air-conditioned classrooms. There are three classes with each having one Lead teacher and one Assistant teacher. After class hour tutorial sessions take place inside the school premises.

V. Work Performance

The Lead teacher is evaluated every six months by the school directress, the assistant teacher and through self-evaluation using a checklist system. To receive an excellent performance appraisal, the lead teacher should:

- Have a good attendance record.
- Maintain an orderly classroom.
- Prepare accurate academic reports of student performance.
- Maintain a good relationship with parents.
- Respond well to difficult situations such as parent complaints.

VI. Job Competencies

Upon hire, the Head teacher must:

- Have a college diploma connected to early childhood education
- Have of teaching experience
- Perform a demo teaching

After hire, the lead teacher must:

- Learn general school procedures.
- Learn the Christian Montessori Curriculum
- Adhere to the school policy and code of conduct.

B. ASSISTANT TEACHER

- ❖ An assistant teacher must be a Bachelor's degree holder in early childhood education or any related area of education.

- ❖ An assistant teacher must have passed the LET or a fresh graduate of Early Childhood Education preparing to take LET Examination (S/he must pass LET within the first year of employment.)
- ❖ An assistant teacher must dress appropriately and maintain good hygiene.
- ❖ An assistant teacher must be able to show a track record of having good conduct, self-esteem and moral values.
- ❖ An assistant teacher must have a “Montessori” teaching certificate or must undergo training at Little Clarion Montessori School for six months.
- ❖ A lead teacher should maintain confidentiality and secure data privacy of the school and the students. Personal use of school/student information is strictly prohibited.
- ❖ A lead teacher must completely devote herself to her work and is prohibited to engage in any tutorial services outside school during work hours.

I. Job Summary

Under the supervision of the lead teacher, the assistant teacher is responsible for the management of the classroom. Specifically, the assistant teacher is responsible for sending announcements to parents, attending to the needs of the students, and preparing the classroom and teaching materials.

II. Work Activities

Information management

- Sends the monthly lesson plan to parents through email.
- Prepares picture reports through Facebook
- Keeps a record of student basic information.

Class Management

- Orients the proper use of teaching materials to students.
- Introduces the routine and activities of a school day to students.
- If assistance is required, aids students to complete a material.

- Sets reasonable expectations of proper behavior inside the school.
- Records student attendance
- Uploads pictures of students doing class activities in the official Facebook account of Little Clarion weekly
- Attend to the needs of the students.
- Administers first aid treatment to students
- Collects all work outputs of students.
- Safeguards students during outside school activities

Material Management

- Designates an area in the classroom for each category of Montessori teaching aid
- Ensures completeness of all teaching materials and prepares the classroom for the daily activity before the class starts and after class ends (cutting and laminating during class hours are not allowed)
- Observes cleanliness and orderliness of the classroom.
- Makes new teaching aids (e.g. booklets and art materials) using the school laptop and printer
- Stores the teaching materials in the designated places.
- Arranges tables and chairs.
- Displays artistic outputs of students in the classroom.
- Creates props for school activities or events.

(Only for Toddler Teachers)

- Maintains the personal belongings of students kept in school
- Toilet or potty trains toddler students
- Changes toddler students' clothes
- promotes proper hygiene and cleanliness.

Assists the Lead teacher

- Substitutes the Lead Teacher in case of absence.

III. Tools and Equipment Used

- Cellphone for parent-teacher communication

- School laptop and charger
- Paper and Printer
- Writing materials
- Paper Cutter, Scissors
- Tape, Stapler and Wire
- File Folders
- (Bluetooth) Speakers
- Music Player
- Laminator
- Montessori Training Course Manuals
- Montessori materials and Lego Education materials

IV. Work Performance

The Lead teacher is evaluated every six months by the school directress, the assistant teacher and through self-evaluation using a checklist system. To receive an excellent performance appraisal, the lead teacher should:

- Have a good attendance record.
- Maintain an orderly classroom.
- Prepare accurate academic reports of student performance.
- Maintain a good relationship with parents through regular communication.
- Respond well to difficult situations such as parent complaints.

V. Job Competencies

Upon hire, the Assistant teacher must:

- Have a college diploma connected to early childhood education
- Have of teaching experience
- Perform a demo teaching.

After hire, the Assistant teacher must:

- Learn general school procedures.
- Learn the Christian Montessori Curriculum
- Adhere to the school policy and code of conduct.

C. PART TIME TEACHERS

- ❖ Part time teachers must hold a Bachelor's degree or have an equivalent training in their professional field such as in fine arts, music, and language.
- ❖ An assistant teacher must be able to show a track record of having good conduct, self-esteem and moral values.
- ❖ Part time teachers must dress appropriately and maintain good hygiene.
- ❖ Adhere to the school policy and code of conduct.

2. FACULTY DEVELOPMENT

- A. All faculty members are given opportunities to take the Christian Montessori Teacher Training for certification every year upon signing of a three-year contract with the Little Clarion International Preschool. The Christian Montessori Teacher Training is held every year as a three-month intensive course.
- B. All teachers must attend First Aid training conducted by the City's Fire Department each year.
- C. All teachers are required to attend daily devotion at 7:30- 8:00.
- D. All teachers are required to attend weekly meetings every Wednesday from 3-4 pm.
- E. All teachers must attend the Christian Montessori Training given during the intensive training sessions as a special refresher course twice a year. The training is held from 3:30~7 pm for one to two weeks after school hours.
- F. All training is without overtime pay as training is part of the school's investment for faculty development.

3. FACULTY ATTENDANCE and TARDIES, SPECIAL CANCELLATION OF SCHOOL

A. ATTENDANCE

1. Work hours of all faculty members are from 7:30~4:30 PM.

2. There is no grace period for tardy. All teachers must arrive at 7:30 or before 7:30 and be ready to work. Being punctual to an agreed time of work shows respect and responsibility.
3. All teachers are given five days of sick leave with a medical certificate from a doctor. Sick leaves which are not used in a period of one year, may be reimbursed in the form of cash.
4. All school breaks are paid.
5. Teachers who are absent for more than five days in a month without a valid excuse will be considered delinquent in attendance and will receive a day of suspension without pay.
6. Teachers must inform the school administration for their absence prior to their intended absence. Online leave form must be filed for proper documentation.

B. LATENESS POLICY

1. All teachers must come to work on time at all times. Tardiness includes arriving late at work, returning late from a break or informed leave, or early departure from work without informing the school.
2. If a teacher is late for a personal reason, he or she must always inform the school ahead of time.
3. Being late to work on a regular basis will be considered delinquent in attendance. When the teacher accrues five days of tardiness within a two-month period, he or she will receive a day of suspension without pay.

There is no grace period for tardiness. All teachers must report to work at 7:30 sharp and be prepared to work.

C. SPECIAL CANCELLATION OF SCHOOL & SCHOOL CLOSURES

1. In case of natural calamities such as typhoons or earthquakes, Little Clarion International Preschool will generally follow the guidelines of the Department of Education for age 5 and above. However, for programs, four years and below, will evaluate the actual weather condition and will decide on the cancellation.
2. Little Clarion Montessori School will generally follow the Dep Ed Order No. 66 (Prescribing Rules on the Cancellation or Suspension of Classes

Due to Typhoons, Flooding, Other Weather Disturbances, and Calamities) as a guideline with the below provisions.

- 3 When Typhoon signal is raised to Signal No. 1, all public and private preschool and kindergarten classes in the affected areas shall be automatically cancelled or suspended. However, Little Clarion Montessori School will assess the situation and take into consideration the safety of our teachers, staff and students before we call off classes.
- 4 In case of Typhoon signal No. 2, classes will be automatically suspended in Little Clarion Montessori School.
- 5 We will also be closed on all National Holidays. The school has the right not to provide make up classes for National Holidays as this is already indicated in the calendar except for unforeseen holidays/ cancellation of classes.
- 6 Make up classes will be given for cancelled classes upon discretion of the administrative office.

4. DUTIES & RESPONSIBILITIES OF TEACHERS

LEAD TEACHER

1. Oversee overall classroom management and preparation of lesson plans including preparation of presentation materials.
2. Teachers must be in constant contact with parents through the communication notebook. Teachers must update parents with their child's progress at least twice a week through the communication notebook. All newsletters are to be pasted on the communication notebook as well. When a student is absent when the newsletters are sent out, make sure to resend the letter when the student returns to class. *Make sure parents sign the communication notebooks.
3. Cancellation of performing arts classes, eating habits, classroom behaviors, should be reported to parents through the communication notebook.
4. **Lesson Plans** must be sent out to parents through email on monthly basis.
5. **Individual Observations** - Teachers must take observation notes on a daily basis for formulation of weekly individual Montessori Lessons. This is to be uploaded on google drive every Friday.

6. **Montessori Checklist** - Teachers must accomplish Montessori checklist on weekly basis
7. **Facebook** site must be updated for each class at least once a week. Take pictures or video clips of students in class (during activities, lunch etc.)
8. Teachers are responsible for collecting or organizing pictures of their assigned class for the yearbook and year end presentations. (To be collected or edited later on)
9. Teachers must know all programs offered at the Clarion School including the arts programs. It is the teacher's responsibility to entertain inquiries.
10. **Narrative reports** are due every quarter. Narrative reports should be submitted for approval to the Assistant Directors on due deadlines prior to reporting to parents.
11. **Narrative reports for new students** must be accomplished after 2 weeks of attending class.
12. **Progress report** cards should be accomplished twice a year, in June and December. Progress reports are distributed during PTC.
13. **English should strictly be the medium of instruction** in class and in all school related activities.
14. English should be the medium of communication between teachers and staff.
15. Teachers must keep a record of the student information such as phone numbers, email address, address, blood type, known allergies, etc. Please request a copy of enrollment cards.
16. Teachers must keep attendance of students – make a section in the communication notebook for the attendance of students. Also, make a record book of your own for checking the attendance such as excel file and share it in the Google drive for easy access for all teachers and staff.
17. Important incidents such as illness and accidents should be recorded on incident report form and must be reported to the School Assistant Director and Director immediately.

18. Teachers should be responsible in decorating and always keeping the classroom environment clean and neat.
19. Teachers must make sure that the belongings of students are kept in a safe place and returned home such as toothbrushes, spoons and forks, clothes, etc.
20. It is the responsibility of teachers to update parents with the newsletter, and monthly calendar of events. Extra copies of the newsletter must be always kept with teachers.
21. Assistant teacher assists the Lead teacher in implementing above duties.

5. SALARIES & BENEFITS (Employees)

1. The starting salary of a new teacher without any teaching experience will be based on minimum wage.
2. Salary increase will depend on the performance and achievement of teacher's academic and character assessment and overall work performance which will include relationship with students and parents, academic performance, character references and faculty evaluation.
3. All teachers will receive a prorated 13th month salary.
4. 5 Days Sick Leave benefits will take effect after one year of service and Unused Sick Leave will be convertible to cash every end of December until prior notice.
5. Montessori teacher training (worth \$3,500)
6. Free School Polo/Uniforms 9 uniforms- per year
7. Free rice for lunch.
8. Free snacks e.g. biscuits, coffee, cup noodles, fruits (apples)
9. Free lunch once a month
10. Birthday Cake
11. Annual Physical Examination every year
12. Monthly load allowance - Php 500.00
13. Health Care Insurance (applicable to 1-3yrs tenure)
 - 60% the school will pay for the insurance
 - 40% the employee will pay the remaining amount

6. MILESTONE BONUS & LONGEVITY BONUS

I. **MILESTONE BONUS** – grants monthly bonus of 10% of the basic salary to be awarded every quarter to teachers with the following achievements:

- Maintains full enrollment for the morning class and exceeds 70% enrollment for the afternoon class for a period of 3 months
- Maintains good morale & academic integrity
- Maintains a high score on teacher evaluation
- Should not have any warnings or prior dispute within the school community.
- Teachers with regular absence and tardiness will be disqualified for milestone bonus.

II. **TRAVEL BONUS** – Awarded to faculty and staff who demonstrate exemplary performance to peers and achieve excellence in service, every two years. **(Eligible from 4th year of service in the company)**

- Maintains full enrollment
- Maintains good morale & professional integrity
- Maintains a high score on evaluation and attendance
 - For teachers – those teachers who are already receiving Milestone bonus are eligible for the travel bonus.
 - Should not have any warnings or prior dispute within the school community.
 - Teachers with regular absence and tardiness will be disqualified for travel bonus.

III. **LONGEVITY BONUS**- LONGEVITY BONUS grants 14th month bonus on Employees' 6th year of service to LCMS.

- Maintains good morale & professional integrity
- Maintains a high score on teacher & employee evaluation
- 5 full years of service
- Should not have any warnings or prior dispute within the school community.

7. Evaluation Criteria

TEACHER EVALUATION			
Employee _____	Date of Evaluation: _____		
Date of Hire _____	Evaluation Period: _____		
Classroom Age Level (circle):	HOH	HOL	HOF
To Be Completed by Director			
For each of the following areas, give the employee a score of 1-5 to indicate how strong you think the employee's skill is. Use the Comments section to discuss all items which you rank 3 or lower.			
5 – Has mastered this area and could teach others			
4 - Is strong in this area but could improve			
3 - Is average in this area			
2 – Is below average in this area and could learn more about this			
1 – Needs help with this to be more effective			

PROFESSIONAL CONDUCT:	
_____	works when scheduled
_____	arrives at work on time
_____	gives ample notice for absences
_____	dresses appropriately for working with young children
_____	maintains confidentiality concerning children
_____	maintains good working relationships with other staff members
_____	works as a team player, completing job tasks in a timely manner
_____	conversations relate to the children and work at the center and not personal information
_____	open to constructive criticism
_____	maintains professionalism among colleagues

SKILLS WORKING WITH CHILDREN:	
_____	presents a friendly and warm demeanor
_____	uses appropriate and polite English conversation skills

- _____ shows respect for individuals
- _____ encourages independence/self help
- _____ promotes self-esteem in communications
- _____ avoids labeling of children
- _____ reinforces positive behavior
- _____ good sanitary practices (hand-washing for self and children as required, classroom environment, etc)

SKILLS WORKING WITH PARENTS:

- _____ listens and responds well to parents
- _____ is tactful when discussing children
- _____ seeks partnership with parents
- _____ has good relationships with parents
- _____ regularly communicates with parents verbally and in writing as needed (communication notebook, Viber chat rooms & Facebook)
- _____ greets parents by name and with a smile
- _____ is available and approachable with parents
- _____ accommodates the request, concerns, and suggestions of the parents without criticism.
- _____ protects the privacy of the students from other parents.

SKILLS WORKING IN CLASSROOM:

- _____ reads to children in small groups several times a day or as needed
- _____ develops and implements daily lesson plans based on monthly theme
- _____ provides prepared Montessori activities according to each child's needs
- _____ uses Montessori learning areas in the classroom in appropriate ways
- _____ provides a creative and inviting Montessori learning environment
- _____ speaks to children using positive phrases using a positive tone
- _____ maintains a clean and orderly Montessori environment
- _____ observes each child according to their hidden talents and tendencies
- _____ Montessori checklist is regularly updated for each student

SKILLS WORKING REMOTELY

- _____ attends daily prayer meetings on time
- _____ attends all staff development meetings
- _____ acknowledges emails, messages and memorandums.
- _____ uses resources to create visual presentation and learning materials
- _____ execute lesson plans with additional activities for students to do at home.
- _____ promotes student –teacher interaction during class.
- _____ communicate and maintain a good relationship with parents.
- _____ adheres to school uniform policy.
- _____ meet deadlines of worksheets, lesson plans, narratives and report cards.
- _____ facilitates Parent-Teacher conference as scheduled.
- _____ Reminds the respective Viber group chat regarding class and gives updates at the end of the day.
- _____ provides proper turnover when on leave /absent

Professional Development

- _____ attends daily prayer meetings
- _____ attends all staff development meetings
- _____ shows improvement in areas on which they have received training
- _____ uses new instructional strategies
- _____ seeks additional educational credential or degree in the field
- _____ initiate developmental research to enhance career growth and development
- _____ suggests ideas and innovations that will benefit all.

Comments by Director:

We have discussed and agreed with this evaluation.

Director Signature: _____ Date: _____

Staff Signature: _____

(template format of the above evaluation)

III. CURRICULUM & INSTRUCTION

The academic curriculum of Little Clarion Montessori School is Christian Montessori Curriculum. The Christian Montessori Curriculum is integrated with the enrichment activities in performing arts such as ballet, musical theater, arts, taekwondo and other enrichment activities including Lego Education and Gabe. Our mission is to continuously provide high standard up to date early childhood programs to develop children into holistic human being who can contribute to the future society.

Medium of instruction at the Little Clarion International Preschool is English and we cater to teach mother tongue languages to students of different nationalities.

Our Christian Montessori Method of teaching was founded by Dr. Grace Lee, of Bethany College of Missions in Minnesota, USA, who is also an AMI trained Montessori teacher.

The Christian Montessori Curriculum at the Little Clarion International Preschool consists of five learning areas namely Practical Life, Sensorial, Mathematics, Language, Cultural area which include geography, arts, music, botany, science, astronomy and history. The Montessori approach was founded by Dr. Maria Montessori, the first female doctor in Italy and she was the only educational philosopher who actually came up with her own method of teaching. The Montessori approach is indeed sensational and brings out the hidden potential from a child and is found to be the best early childhood educational approach in history. Along with the five learning areas, biblical foundation is instilled in the program in presenting materials.

The principles of the Montessori method are "Freedom of Choice," "Freedom of Movement," and "Freedom to Repeat." Freedom of choice and freedom of

movement within limits require a prepared class environment. Each child plays an active role in choosing the learning activity of the day, whether in an individual or a group setting. Dr. Maria Montessori believed that EDUCATION is a natural process. She believed that it is spontaneously acting on the environment and it is not learned from words taught by teachers. She also believed that all children have a natural power and hidden potential for learning. Thus, Montessori encourages children to engage with a thoughtfully prepared environment and discover facts about the environment by themselves. The teacher plays a passive role and presents materials in Montessori method of presentation while children, given proper presentation by teachers, are able to explore, repeat, and discover concepts and knowledge by themselves through Montessori materials.

Before any teacher is able to teach students, they must understand some of the theories and principles which Dr. Maria Montessori, as a medical doctor, have discovered about children from ages zero to six. Dr. Montessori said in her book entitled, "The Absorbent Mind":

"The most important period of life is not the age of university studies, but the first one, the period from birth to the age of six. For that is the time when man's intelligence itself, his greatest implement, is being formed. But not only his intelligence: the full totality of his power"

Dr. Montessori believed that children from age zero to six have minds like sponges which absorb everything in the environment.

1. Human Tendencies

Dr. Montessori emphasizes that teachers need to understand human tendencies. All human beings have tendencies which may be hereditary and unchanging. These human tendencies have developed through the need to survive and to adapt to time and culture. These tendencies must be understood and mastered by teachers in order for teachers to realize the hidden potential or gift of each child.

- a. Exploration is one of the tendencies and it is a tendency to search. All humans have the unique power to reason and have the will which allows us to explore.
- b. Orientation is one other tendency to want to know where we are. Babies have strong needs for physical orientation. It helps a child to adapt to a new environment if he has established a point of reference to where he is. Humans also have tendency for order. The whole universe is based on order and human mind strives towards order. Establishing daily routines help in the development of intelligence, logical thinking, and the mathematical mind.
- c. Communication is a tendency to share ideas socially and humans have the ability to develop language which makes humans different from animals. Humans are able to express and exchange ideas, emotions, thoughts and instructions through communication, and through written language, is able to store ideas from their minds.
- d. Abstraction is a tendency to draw out ideas and meaning from the environment. Dr. Montessori says, "Children who love to strike things materially rather than just to look at them appear to have minds which are less open to abstract ideas" (The discovery of child).
- e. Imagination is the tendency to picture something in mind. Imagination is based on impressions of reality received from the environment. It is the process by which humans allow their brain to create something that does not exist yet. Sensorial experience of the materials provide children with sources of imagination. In addition, children must have the freedom to explore in order to develop their imagination in their environment.
- f. Mathematical mind (Calculation) is the tendency to count, measure, recognize shapes, and the need to express things. Order, exactness, abstraction, and calculation are all related to the mathematical mind. Measuring and calculating in practical life exercise becomes a concrete foundation for mathematical mind.
- g. Work is the tendency to engage in purposeful activity. Working by hand, humans are able to modify the environment to fulfill physical and spiritual needs. It is important to give children the right kind of work and the purpose for the work.

- h. Repetition is the key characteristic of work. Humans have an innate tendency to repeat until something is perfected. Therefore, teachers and parents must provide constructive activities for children and allow them the freedom to repeat.
- i. Exactness is the tendency to eliminate mistakes towards perfection. Materials must be presented to children in a very exact sequence.
- j. Activity is the tendency for movement and manipulation. Stimulation of children's acts come from intelligence and when children see objects, they are exploring and working with not only their minds, but also their bodies. Hands-on activities will help children develop intelligence.
- k. Manipulation is the tendency which allows man to take hold of and manage his physical environment to understand its qualities. It involves physical interaction with the environment. Dr. Montessori says that adults must not interrupt or disturb the child in this process in any way.
- l. Self-perfection is achieved when man is satisfied. Concepts of immortality, after life, religions, customs, and rituals were developed from this tendency. Art, music, and poetry are required in this tendency. Montessori method provides lessons to develop control over the self and the environment.

2. Observation/Assessment

Observation is the cornerstone of the Montessori method. All of the principles of Montessori are based on observation. Dr. Montessori said that observation is the key to understanding the child, and scientific observation was the instrument she used to make her discoveries. Education still focuses on passing knowledge on to the child but Dr. Montessori emphasizes on the process of development of the child. Through observation, she found the following about the human nature and the child.

Dr. Montessori discovered that children love science and love to learn. A child repeats things he/she finds interesting. A child has a sense of order, an absorbent mind, sensitive periods, and human tendencies. Thus, a child learns many things in the first plane which is from birth to age six. A child constructs himself/herself and has a capacity for concentration. A child also needs clear and consistent limits. If a child is in a prepared environment, following the path of a normal environment helps his/her development.

Dr. Montessori's scientific approach allowed a child to emerge so his/her true nature was able to reveal itself. She found the true meaning of education by not judging or having preconceived notions. Dr. Montessori says that observation provides the ability to see the potential within a child, even if a child has been raised without proper conditions.

Thus, in the Montessori method, observation is the key to assessing a child with the eye of a medical doctor with a scientific method. The perspective of assessing a child is very different from the traditional method of teaching as it does not standardize one's ability by comparing him/her to other children but is based on each child's development, interacting with his/her environment. Assessment of a child is done through observation and with the following points of aid:

- One child only
- One material only
- Intervention or non-intervention
- Individual, group, or collective activities
- Care of the environment
- Succession of order and disorder
- Social behavior
- Choice of activities
- Errors
- Fatigue
- Obedience
- Concentration
- Normalization
- Abstraction
- Intelligence
- Expressions of will
- Moral sensitivity
- Imagination
- Emotions
- Particular attitudes

Assessment of each child is done through making checklists for each learning area and by teacher's observation of each child in class each day. Each day, teachers write observation notes to keep track of their presentation of materials and children's reaction based on the points of observation and tendencies to finally discover the hidden talents and potential of each child.

3. Christian Montessori Curriculum

The Montessori approach divides six major learning areas with the prepared materials for each learning areas namely, practical life, sensory, mathematics, language, cultural (geography, art & music, botany, arts) and biblical foundation. The classroom is divided with each learning area for children to explore and work at their own pace and of their own choice.

- a. **Practical Life** – These are the fundamental exercises that are needed in everyday life. It includes such things as holding, carrying, rolling a mat, folding napkins, dusting, washing, polishing, arranging flowers, sweeping, greeting, offering, and apologizing. Grace and courtesy exercises teach formal and polite manners to interact with teachers and friends. Through these exercises children build independence, care of self, care of environment, social graces, and preliminary activities. In addition, they build coordination of movement and integration of mind and body. Children also learn preliminary movements such as to how to walk on the line, carry a chair, to close a door, to care for the environment, to care for oneself and control movement.

- b. **Sensorial** – Through the sensorial materials, ten senses are developed. Materials such as scented bottles, touch boards, touch tablets, fabrics, geometric solids, stereognostic bags, and baric tablets are used to develop the following senses classified by Dr. Montessori:
 - Visual Sense
 - Auditory sense
 - Olfactory sense (Hearing)
 - Gustatory sense (Taste)
 - Tactile sense (Touch)
 - Kinesthetic sense (Muscular sense)

- Stereognostic sense (Muscles, Skin)
- Thermic sense (Temperature)
- Baric sense (Weight)
- Pain sense

c. **Mathematics** – Mathematical mind is a term borrowed from French philosopher, Pascal. It is a natural human tendency to think in mathematical terms to count, measure, and recognize shapes and symmetry. There are five different groups for abstract calculations in Montessori mathematics.

- Concepts of numbers 1-10, quantity and their names, symbols as abstract representations, association of quantity and symbols, and sequence of numbers.
- Decimal system material is introduced in units of 10, 100, 1000 to children. The child sees these numbers in a geometric form.
- Linear counting through activities with tens and teens boards.
- Memorization
- Abstraction

d. **Language** – In language area, the focus is on spoken language, written language, vocabulary enrichment, and reading. Through spoken language exercises, children gain confidence, form ideas, enrich vocabulary, and learn to speak. Written language is the preparation of the hand and the mind using sand paper exercise and worksheets customized to children's size children to learn to write. In reading, children are able to identify symbols, attach sound to symbols, fuse the sounds together, associate meaning to work, and put meaning into context with other words.

e. **Cultural** – In Montessori environment, cultural activities help the child to become conscious of the world around him/her. Children learn that our world contains language and mathematics, and the world of flowers, plants, animals, music, geography, history, music, and art. Children learn land formations, globe, continents and flags, and cuisines and instruments from different cultures. Exploring and learning about different parts of flowers and animals are also part of the cultural curriculum.

- f. **Biblical foundation** is added to the Montessori approach and this is how the curriculum becomes Christian Montessori. Through bible stories, children learn to answer questions like, "Where did I come from?" They learn that God created him/her as His most precious creation and the objects of His infinite love. In addition, they learn that God created him/her in His image with the capacity to love Him in return. Children also learn that all good things are valuable because they are created by God, but human life is of greatest value as is evidenced in the punishment for murder. They learn that, "For God so loved the world that He gave His only Son, so that everyone who believes in Him may not perish but may have eternal life (John 3:16)." In addition, children learn that love and relationship with God and others are extremely valuable. Children understand that when we die, we are going to Heaven, where there will be no more sin or suffering and where God will be glorified for eternity. Children learn praise songs during morning circles and pray at the prayer table each day. Each school day is like worship service where God is praised as children sing praises and rejoice in God's word.

4. Differences between traditional early childhood education, Montessori education, and Christian Montessori education

Traditional early childhood education	Montessori education	Christian Montessori education
<ul style="list-style-type: none"> ● Teacher-centered ● Teacher plays a dominant role ● Learning is by rote ● Set curriculum which all children must follow ● Teacher enforces external discipline ● Rote social development ● Child has to sit and listen ● Presents the children with facts to memorize ● Aims for the child to memorize facts 	<ul style="list-style-type: none"> ● Child-centered ● Teacher plays an unobtrusive role ● Learning is cognitive ● Allows children to make choices ● Encourages self-discipline ● Cognitive social development ● Child learns by activities with materials ● Presents children with “the world” and many experiences ● Aims for the child's healthy development 	<ul style="list-style-type: none"> ● Christ-centered ● Teacher plays a servant role ● Learning is cognitive ● Allows children to make choices ● Encourages self-discipline (because self-control is a virtue) ● Cognitive social development emphasizing love of one's neighbor ● Learns by activities with materials ● Presents the children with cosmic education: all subjects are interrelated because God created the universe. ● Aims for the child's growth and development in Christ

There is a spiritual battle in the world we live in. Through Jesus Christ, children must be prepared to deal with temptations from Satan by building biblical foundation from their formative years. Christian values will be embedded in students at Little Clarion to prepare them for peaceful and harmonious society in the future.

5. Benefit of Christian Montessori Approach

There are several benefits to Christian Montessori Approach as in the following:

- **Accountability:** The child develops the ability to take personal responsibility and has the power to act on that responsibility and do the right thing.
- **Character building:** The child learns to make wise choices, to complete what he/she starts, and to do well whether anyone is watching.
- **Choice:** The child is allowed the freedom of choice in the Montessori classroom and thus develops the ability to confidently make wise choices.
- **Coherence:** In the Montessori classroom, all subjects are interrelated so the child's education is not fragmented. Rather, they have unity.
- **Concentration:** The child develops the power of concentration because he/she is allowed to choose materials which interest him/her, and this interest naturally leads to concentration on the activity. The ability to concentrate is essential to the child's ability to finish what he/she starts.
- **Confidence:** The child gains a consciousness of his/her own powers through completing challenging activities. The confidence the child develops makes him/her more able to try harder things.
- **Development of initiative:** The child learns to act on his/her own without anyone having to tell him/her. He/she takes the responsibility to work and see things through without needing any pressure from the outside.
- **Control of error:** The child learns how to fix his/her own mistakes and thus develops the skill of problem-solving. This makes him/her more independent.
- **Grace:** In the Montessori classroom, each child is treated with special respect and favor, providing a warm and gracious environment. The classroom itself is also graceful in the sense of being clean, beautiful, orderly, and attractive.
- **Discovery:** The child is encouraged to discover things on his/her own rather than just having them told to him/her. This learning style helps develop his/her

powers of concentration, and gives him/her the joy of learning things on his/her own. What the child discovers himself/herself, he/she will not easily forget.

ENRICHMENT CLASSES for FULLDAY PROGRAM

Primary Montessori program in LCMS is complemented by diverse enrichment programs including musical theater, Lego education, Oxford Reading Tree, Origami, and Gabe (Froebel's Gift) classes which play an essential role in Little Clarion program as is clearly stated in its mission to develop children holistically through diverse opportunities and experience in performing arts education.

Little Clarion's goal is to enrich the preschool program along with the Christian Montessori approach, and it believes that children need to develop holistically through diverse opportunities in learning. Music and the arts will help learners develop emotional and thinking skills as it is proven in many studies that children who are good in music and other forms of performing arts excel in academics as some of the skills needed in music and art are also needed in language, communication, and especially in mathematics.

Studies show that the left brain is used for logical thinking and analytical processes, which are typically trained by schoolwork such as mathematics, reading, and science. Right brain, on the other hand, is used for emotional perception, intuition, and creativity, mainly used when a person is involved in creative endeavors such as creative arts and performing arts. In order to achieve the full potential of the mind, the two hemispheres of the brain must be stimulated and work together. Thus, children who are exposed to music and arts are likely to perform better in academics. Studies also show that children who study music and arts show better scores in standardized tests.

*Enrichment programs may change depending on the availability of the instructor throughout the school year.

IV. LIBRARY & AUDIO-VISUAL CENTER

1. LIBRARY

- ❖ Library in Little Clarion International Preschool holds about 2,000 children's books imported from the US and England. One of our goals is to develop the reading skills of our students not only to build knowledge but also to experience the world through reading books.
- ❖ Phonics books, number books, science books, fiction, non-fiction books and biographies, and teaching materials are available.

2. LIBRARY RULES

- ❖ Children must be given library experience at least twice a week.
- ❖ Children may check out a book twice a week to be returned after two days.
- ❖ There will be a PhP 50 penalty per day for late returned books.
- ❖ There will be a PhP 2,000 penalty for lost or damaged books.
- ❖ Library cards are available for each student and books can be checked out through the directress of each class.
- ❖ Directress of each class is responsible for record of any lost, damaged and late books.

3. LIBRARY BUDGET

- ❖ To enrich library collection, 2 % of the total revenue will be reserved to buy new books each year.

4. AUDIO VISUAL

- ❖ TV, laptop, and projectors are available for use in the classrooms upon request.

V. FACILITIES

- A. School Site – Little Clarion International preschool Makati is located in the prime residential area in Makati City covering areas of Rockwell, Bel Air, Salcedo Village, Bonifacio Global City. It is located in a safe, clean, and secure environment.
- Little Clarion International Preschool BGC is located in the prime residential area of Bonifacio Global City, 2nd Floor, High Street Corporate South Plaza, located in the corner of 26th Street, corner 11 Avenue, BGC, Taguig City.
- B. Classroom – Little Clarion International Preschool maintains spacious classrooms fully equipped with full Montessori Materials in each classroom. Each classroom can accommodate up to 24 students. Shelves of the classrooms are 1 meter and 30 centimeters high. All tables are 1 meter by 60 centimeters. All furniture is child size.
- C. Multi-function Room – Little Clarion International Preschool has a large space multi- purpose room for ballet, taekwondo, and theatre class equipped with lighting and sound system and mirror in the front. The floor is wood laminated.
- D. Clinic – There is a rest area for students who are not feeling well. However, there is no separate clinic. First Aid Kit is available for first aid procedures. First Aid Kit contains band aids, alcohol, cream for burn and wounds, cottons and cotton buds, thermometer, and cold compress.
- E. Kitchen – There is a kitchen available for cooking class and distribution of food for lunch. Kitchen is equipped with an electric stove, microwave and micro-oven, sink, kitchen cabinet, refrigerator and water fountain.
- F. Toilet Facility – Child size toilet and sink are available with attractive design for preschool students.
- G. Cleaning of the school premise - Maintenance of electricity and water is handled by the school nannies. They also handle cleaning of the floor and the furniture of the classroom and manage garbage disposal. All lights and water must be turned off at the end of the day and all electrical outlets must be unplugged.
- H. CCTV Cameras – There are CCTV cameras installed in each classroom to monitor daily activities and for security purposes. Use of CCTV cameras

provides added security and helps clarify misunderstandings when incidents occur.

VI. STUDENT SERVICES

A. GUIDANCE PROGRAM

1. Admission

1 Admission requirements include:

- Application Form
- Health Record Form
- Previous School Records
- Copies of Passport & Birth Certificate /
Copies of Visa, if foreigner
- Copies of Parents' / Guardian's Passport or ID

2 Little Clarion International Preschool welcomes students with disabilities such as those with Down Syndrome and other developmental delays. Those with disabilities or any special needs such as ASD, ADHA, will be accepted to appropriate program based on trial class assessment and the recommendation and developmental pediatrician. Little Clarion Montessori School accepts students of all nationalities and religions.

2. Guidance Organization

- 1 **Parent Orientation** – Parent Orientation must be held once every two months. Education of the Montessori Method of teaching must be explained to encourage parents to further continue the same method of teaching at home.
- 2 **Parent Teacher Conference** - Parent Teacher conferences are held twice a year in June and December with the progress reports and observation of daily class activities.
- 3 **Parents' Chat Rooms** – For continuous communication with parents, school operates a chatroom for the entire school to send out news and reminders and exchange pictures and other information as well. Facebook is also used to post pictures of class activities each week.

- 4 Guidance counseling is available for parents of students applying for elementary schools with respective class teachers and school directress.

B. STUDENT ACTIVITY PROGRAM

Little Clarion Montessori offers performing arts program as well as non-academic enrichment programs in preschool Full day program. The enrichment class include the following:

1. BALLET / HIPHOP

- Ballet / HIPHOP class is held for one hour once a week.
- Each ballet class holds a maximum of 15 students per class.
- One preschool teacher must assist the ballet class.
- Ballet Manila is responsible for choreography of the ballet students for recital every 6 months.
- Ballet Manila is responsible in providing appropriate ballet costumes for the recital. Little Clarion students are responsible for corresponding payment.

*Subject to change of schedule and regulations.

2. Musical Theater

- Musical Theater class is taught by a professional actor/actress who has experience in teaching children.
- Musical Theater class is held for one hour once a week.
- One preschool teacher must assist the Musical Theater class.
- Each Theater class holds a maximum of 18 students per class.
- Musical Theater class consists of lessons which include singing, dancing, and acting.
- Musical Theater class holds three months of workshops of singing, acting and dancing and three months of performance practice of a theater work to be presented every 6 months.

3. Lego Education

- Lego Education class is taught by teacher who is trained in teaching Lego Education class.
- Lego Education class is held for one hour once a week.
- One preschool teacher must assist the Lego Education class.

- Each Lego Education class holds a maximum of 18 students per class session.
- Assigned teacher must be responsible for keeping all materials. All materials must be returned to the Lego Material storage room at all times.

4. GABE

- Gabe class is taught by teacher who is trained to teach Gabe class.
- Gabe class is held for one hour once a week.
- One preschool teacher must assist the Gabe class.
- Each Gabe class holds a maximum of 18 students per class session.
- Assigned teacher is responsible for keeping the materials clean and safe at all times.

5. Origami

- Origami class is taught by teacher who is trained to teach Origami class.
- Origami is held for one hour once a week
- One preschool teacher must assist the Origami class.
- Each Origami class holds a maximum of 18 students per class session.
- Assigned teach is responsible in providing lesson plans for origami class depending on the monthly theme.

*All above programs subject to change depending on season and availability of instructor.

VII. ADMINISTRATION

The office of administration holds responsibility for ensuring that all administrative activities within the school run efficiently by providing structure to its employees throughout the organization. The office of the administration holds responsibility in managing human resource, budgets, records keeping and in supervising overall operation of the school.

I. Managing Director / School Head

School administrator manages routine activities, lay out future visions, and provide instructional leadership. It is the duty and responsibility of the Managing Director (MD) to make policies and procedures and set educational aims and standards. MD also act as a supervisor the administrative office and managers, support other faculty, coaches, teachers, and aids.

Responsibilities:

- Supervise and oversee handling relations with parents, students, employees, and the community.
- Managing budgets and ensuring financial systems are followed
- Overseeing record-keeping
- Supervise and oversee management of student services such as guidance programs.
- Recruits, interviews, hires, and trains new staff and teachers.
- Training, supervising, and motivating faculty including teachers and auxiliary staff
- Supervise academic and administrative offices.
- Supervise with recruitment, and marketing activities.
- Providing administrative support to an academic team full time and part time teachers
- Drafting and interpreting regulations and dealing with queries and complaints procedures

- Maintaining high levels of quality assurance, including Montessori curriculum evaluation
- Contributing to policy and planning
- Supervise purchasing goods and equipment, as required, and processing invoices
- Liaising with partner institutions, other institutions, external agencies, government departments and prospective students
- organizing and facilitating a variety of educational or social activities

Requirements:

- Bachelor’s degree in business administration, management, or a education related field.
- Master’s degree in education, business, business administration or any related field.
- Proficiency in English and communication, skills.
- Experience in a related field
- Exceptional leadership and time, task, and resource management skills.
- Strong problem solving, critical thinking, coaching, interpersonal, and verbal and written communication skills.
- Proficiency with computers, especially MS Office.
- Ability to plan for and keep track of multiple projects and deadlines.
- Willingness to continue building skills through educational opportunities.

II. Assistant administrative director

Assistant administrative director manages and coordinates all key personnel to deliver effective administrative support and ensure smooth operations. The assistant administrative director oversees the admission process of students and assists in hiring, training, and evaluating teachers and administrative team members and develop, review, and improve policies, systems, and procedures; ensuring that school operates smoothly and efficiently on day-to-day basis.

Assistant administrative director will help and assist focusing on attracting and retaining top talent and streamlining office operations to maximize quality and efficiency while reducing costs. Assistant administrative directors are expected to be

analytical, knowledgeable, and organized with a proactive attitude and strong leadership skills.

Responsibilities:

- Supervising the day-to-day operations of the administrative department and teachers.
- Oversee the admission of students from recruitment, evaluation, and admissions process.
- Handling relations with parents, students, employers
- Dealing with queries and complaints procedures
- Assist in hiring, training, and evaluating employees and taking corrective action when necessary.
- Assist in developing, reviewing, and improving administrative systems, policies, and procedures.
- Ensuring the office is stocked with necessary supplies and that all equipment is working and properly maintained.
- Assist in planning, scheduling, and promoting office events, including meetings, conferences, interviews, orientations, and training sessions.
- Collecting, organizing, and storing student, parents, teacher information using computers and filing systems.
- Assist in overseeing special projects and tracking progress towards institutional goals.
- Building and expanding on skills by engaging in educational opportunities.

Requirements:

- Bachelor's degree in business administration, management, or a related field.
- Experience in a related field
- Exceptional leadership and time, task, and resource management skills.
- Strong problem solving, critical thinking, coaching, interpersonal, and verbal and written communication skills.
- Proficiency with computers, especially MS Office.
- Ability to plan for and keep track of multiple projects and deadlines.
- Willingness to continue building skills through educational opportunities.

III. Assistant Academic Director

Provide administrative service and technical assistance to staff as well parents and students. Assist the school in strengthening the Montessori curriculum and provides leadership in the areas of curriculum, instruction, assessment, and planning.

Responsibilities:

- Implements and supports the goals determined by the school
- Works collaboratively with the teachers to integrate educational initiatives and resources
- Assists in program implementation and curriculum development
- Assists the school in developing effective Montessori method
- Coaches and models Montessori Method of teaching
- Mentors new teachers
- Performs other duties as assigned such as teaching and coaching

Requirements:

- Bachelor's degree in educational leadership or management or related field
- 5 years of experience in teaching or related field.
- Exceptional leadership and time, task, and resource management skills.
- Strong problem solving, critical thinking, coaching, interpersonal, and verbal and written communication skills.
- Proficiency with computers, especially MS Office.
- Ability to plan for and keep track of multiple projects and deadlines.
- Willingness to continue building skills through educational opportunities.

IV. Human Resource and Administrative Head

A. Accounting and Admin duties:

- Business Permit Licensing Yearly for Makati and BGC monitoring and supervision. Every first month of the year (January).
- Prepares the School Certification for DepEd licensing every 4th quarter of the year for Makati and BGC Branch.
- System updates for the school requirement every start and end of school year. This includes updating the system of LIS and EBIES of DepEd for Makati and BGC.

- Prepares payroll every 15th and 30th. Prepares 13th & 14th month, 2316 Annual Income Return for all employees. (Employees, CSPA Teachers and Household)
- Prepares ATM Payroll reports for submission with East West Bank.
- Coordinates, monitors and communicates via email with other entities such as Lockton for GPA Insurance of the students and employees, Health Care Provider (Philcare), Vehicle Insurance etc.
- Prepares the summary of monthly income and expenses report for Makati and BGC to be reported by e-mail to the director.
- Prepares Tuition Fee billings for Makati (Quarterly, Semi-Annual & Annual) – billing statements should be sent out two weeks prior to due date. The date for payment for Performing Arts classes are assessed differently than preschool tuition. Thus, reminders will be sent out accordingly.
- All fixed payable forecasts (monthly rental, mortgages, lawyer & accountant retainer fees) should be reported a month before and payables such as phone, tax, and utilities bills should be reported at least a week ahead of time.
- Summarizing the government mandated payments every first week of the month such as BIR, SSS, Philhealth and Pag-ibig. EGOV online payments.
- Analyze and summarize reports for all financial transactions.
- Prepares summaries of Provision Receipt and Official Receipt every week.
- AFS should be coordinated 1st month of the year with the school accountant.

a. Data recording:

- i. File all student data:
 - Preschool – Enrollment card, Enrollment contract, Passport copy or Birth Certificate
 - Performing Arts – Enrollment card / Old and Current students should be separated
- ii. Encode Student Data – The student data should be encoded on excel file and updated each week or month. Excel file can be found in the computer.
- iii. Oversee Documentation of all receipts

B. Human Resource duties

Responsibilities:

- Assisting in the hiring process, scheduling interviews, administering pay, benefits, and leave, and enforcing company policies and practices Oversees the daily workflow of the department.
- Provides constructive and timely performance evaluations.
- Handles discipline and termination of employees in accordance with company policy.
- Provides support and guidance to HR generalists, management, and other staff when complex, specialized, and sensitive questions and issues arise; may be required to administer and execute routine tasks in delicate circumstances such as providing reasonable accommodations, investigating allegations of wrongdoing, and terminations.
- Analyzes trends in compensation and benefits; researches and proposes competitive base and incentive pay programs to ensure the organization attracts and retains top talent.
- Oversees employee terminations, and investigations.
- Maintains compliance with local employment laws and regulations, and recommended best practices; reviews policies and practices to maintain compliance.
- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.
- Performs other duties as assigned.

Required Skills/Abilities:

- Excellent verbal and written communication skills.
- Excellent interpersonal, negotiation, and conflict resolution skills.
- Excellent organizational skills and attention to detail.
- Strong analytical and problem-solving skills.
- Ability to prioritize tasks and to delegate them when appropriate.
- Ability to act with integrity, professionalism, and confidentiality.
- Thorough knowledge of employment-related laws and regulations.
- Proficient with Microsoft Office Suite or related software.

Education and Experience:

- Bachelor's degree in Human Resources, Business Administration, or related field required.
- A minimum of three years of human resource management experience is preferred.

V. Administrative Officer

1. Receive phone calls and entertain inquiries.

Be familiar with the different programs and class schedules. The administrative assistant should be aware and be knowledgeable of all LCMS and CSPA programs and schedules.

2. Monitoring Lesson Schedules

- **Monitor staff attendance** - Please monitor attendance of all staff members including full time teachers, part-time teachers, nannies and drivers.

- **CSPA student attendance record keeping. Attendance for students**

- **Schedule of lessons-**

The scheduling of individual lessons is the most time consuming and difficult job as it needs to be coordinated with teachers and students (parents). The students are assigned for fixed lesson times each week with the respective teachers. All teachers and students will be coordinating the schedules with the administrative assistant.

- Check the schedule of lessons assigned to students and teachers for each instrument. Try to familiarize yourself with the teachers and students as soon as possible. It is easier to work when you understand and know the different schedules of the teachers.
- Encode all phone numbers of teachers and students on the cellphone you will be using to coordinate by texting. Text all teachers to introduce yourself as the new administrative assistant and that they can coordinate with you in terms of scheduling.
- In case of absence of teachers or students, report it to the director as soon as you receive their notice for makeup lesson arrangement.

- In case of absence of teachers or students, inform the parent or teacher right away as our rule in Clarion is that we get notice of absence one day prior to the assigned lesson time, unless it's a case of emergency such as illness.
- Remind teachers for their lesson times, as well as students a day before their lesson times.
- Make sure that the teachers and students arrive on time. If they are late, please text them or call their landline to ask why they are late.

- **Data recording:**

File all student data:

- LCMS - Enrollment card, Enrollment contract, Passport copy or Birth Certificate
- Performing Arts – Enrollment card / Old and Current students should be separated
- Encode Student Data – The student data should be encoded on excel file and updated each week or month. Excel file can be found in the computer.
- Documentation of all receipts – Make daily cash position format provided by the accountant and ask her for assistance.
- Director's Personal Files- credit card payments, Meralco billing, smart phone bills.
- File receipts for Utility, PLDT, Advertising
- Performs other duties required

VI. Marketing Officer

Prime Function To coordinate and execute marketing activities for LCMS and CSPA's new and existing programs.

Responsibilities:

- Develop and maintain content and communications for marketing campaigns, activities and events.
- Plan and prepare application focused content specifically for publication and sharing across different media channels, including social media posts, email, guides, brochures, newsletters.

- Coordinate requirements for promotional material as defined by the School administration
- Assist with copywriting, artwork, and web workflow for planned print and digital marketing communications.
- Maintain and update the website of LCMS & CSPA.
- Maintain and update Facebook, Instagram posts of LCMS and CSPA
- Execute marketing and event campaigns as defined by the school administration.
- Maintain up to date archives of all marketing files.
- Assist with content management upkeep including shared drives and content libraries.
- Post marketing updates through internal communication channels.
- Plan and implement social media and social proof campaigns for specific marketing goals. Research relevant sources for content, such as scientific publications, industry media and social media outlets.
- Keep up to date with best practices in writing for the web and social media.
- Keep up to date with industry specific trends and activities that are utilized to communicate with customers.
- Carry out other related tasks as required.
- Keep a database of all inquiries stored in Google drive.