



## AS-SADIQ ISLAMIC SCHOOL (OASIS)

### JOB POSTING FOR A DIRECTOR OF MONTESSORI & EARLY YEARS

#### **About As-Sadiq Islamic School**

As-Sadiq Islamic School is seeking a visionary and experienced **Director of Montessori & Early Years** to lead the continued growth and excellence of our Early Years program. This is a unique leadership opportunity for an educator who is deeply grounded in authentic Montessori philosophy and practice and is committed to fostering a high-quality learning environment that reflects the school's Shia Islamic values.

#### **About the Role**

Reporting directly to the Principal, the Director of Montessori & Early Years serves as the educational and operational leader of the Early Years division. The Director of Montessori & Early Years provides strategic leadership for Montessori curriculum, instruction, staffing, operations, regulatory compliance, and program development while ensuring the program reflects authentic Montessori principles and supports the school's Shia Islamic ethos.

Working collaboratively with school leadership, educators, families, and external Montessori consultants, the Director of Montessori & Early Years will establish a shared vision for excellence, build staff capacity through coaching and mentorship, and lead continuous improvement across all aspects of the Early Years program. The successful candidate will cultivate a nurturing learning environment that supports children's academic, social, emotional, and spiritual development while maintaining the highest standards of educational quality and regulatory compliance.

Coaching and mentorship will be provided to support the successful candidate's professional growth and leadership development.

#### **Key Responsibilities**

##### **Strategic Program Leadership**

- Develop and implement a clear strategic vision for the Montessori Early Years program that aligns with the school's mission, Shia Islamic ethos, and long-term educational goals.
- Establish measurable program goals and lead ongoing evaluation and continuous improvement initiatives.

- Lead the development, implementation, and continuous refinement of an authentic Montessori program aligned with established Montessori principles and best practices while ensuring its implementation supports the school's Shia Islamic values.
- Provide leadership in Montessori curriculum planning, including scope and sequence, curriculum mapping, and developmental progression.
- Ensure Montessori classrooms provide uninterrupted work cycles, individualized learning opportunities, and purposeful use of Montessori materials.
- Promote a deep understanding of child development through both Montessori philosophy and an Islamic worldview.
- Ensure classroom environments are prepared, engaging, developmentally appropriate, and conducive to independence, exploration, and joyful learning.
- Director of Montessori & Early Years will also be responsible for overseeing all Preschool to Prep admissions, including ensuring all required documentation is collected in accordance with Ministry requirements. The role will also include monitoring and coordinating supply teachers as needed.

### **Instructional Leadership & Talent Development**

- Provide instructional leadership through regular classroom observations, coaching, mentoring, and constructive feedback.
- Support teachers in strengthening Montessori pedagogy, classroom management, assessment practices, and instructional effectiveness.
- Design and facilitate ongoing professional learning aligned with school priorities and Montessori best practices.
- Foster a culture of collaboration, accountability, reflective practice, innovation, and continuous improvement.
- Lead or actively participate in the recruitment, interviewing, hiring, onboarding, supervision, evaluation, and retention of Montessori educators.
- Support staff performance management, professional growth planning, succession planning, and conflict resolution.
- Build a high-performing team that reflects professionalism, excellence, and a shared commitment to student success.

## **Operations, Compliance & Resource Management**

- Oversee the day-to-day operations of the Early Years Montessori program to ensure consistent, high-quality program delivery.
- Develop and manage the Montessori program budget and oversee the effective allocation of resources.
- Recommend, procure, maintain, and manage Montessori materials, classroom resources, and learning environments.
- Serve as the primary liaison with the Ontario Ministry of Education and childcare licensing authorities.
- Ensure full compliance with the **Child Care and Early Years Act (CCEYA)** and all applicable Ministry regulations.
- Oversee licensing requirements, including health and safety compliance, serious occurrence reporting, staff qualifications, documentation, licensing inspections, and Ministry reporting.
- Develop and maintain operational policies, procedures, and systems that support regulatory compliance, quality assurance, and continuous improvement.
- Overseeing all Preschool to Prep admissions, including collecting and maintaining all required documentation in accordance with Ministry requirements.
- The role will also include monitoring and coordinating supply teachers as needed.

## **Family & Community Partnerships**

- Foster strong partnerships with families through open communication and collaborative relationships.
- Lead parent education initiatives that promote understanding of Montessori philosophy and child development.
- Serve as a trusted educational resource and ambassador for the Early Years program within the school community.
- Encourage meaningful family engagement that supports children's learning, faith formation, and overall development.

## **Faith Integration & School Culture**

- Ensure Shia Islamic values and teachings are authentically integrated throughout the Montessori learning environment.
- Foster learning experiences that nurture faith, character, compassion, independence, responsibility, respect, and service to others.
- Support educators in embedding Islamic teachings into daily classroom experiences in age-appropriate and meaningful ways.
- Model ethical leadership and cultivate a professional, respectful, inclusive, and faith-centred workplace culture.
- Strengthen collaboration and positive relationships across the Early Years division and the broader school community.

## **Qualifications**

- Montessori Early Childhood (Casa/Primary) certification (AMI, AMS, MACTE-accredited, or equivalent).
- Demonstrated progressive experience in Montessori education, including leadership, program development, instructional coaching, or school administration.
- Proven ability to lead adults through coaching, mentoring, performance development, collaboration, and conflict resolution.
- Strong understanding of Montessori philosophy, child development, and instructional leadership.
- Experience providing curriculum leadership, including Montessori scope and sequence, curriculum mapping, and program evaluation.
- Thorough knowledge of Ontario's **Child Care and Early Years Act (CCEYA)**, childcare licensing requirements, health and safety standards, serious occurrence reporting, and Ministry compliance requirements.
- Experience in staff recruitment, supervision, performance management, and team development.
- Experience managing budgets and educational resources is considered an asset.
- Commitment to Shia Islamic values and an understanding of faith-based educational environments.
- Experience working in an Islamic or other faith-based educational setting is considered an asset.

- Exceptional leadership, communication, organizational, interpersonal, relationship-building, and problem-solving skills.

### **Why Join As-Sadiq Islamic School**

At As-Sadiq Islamic School, we are committed to providing an educational environment where academic excellence, authentic Montessori practice, and Shia Islamic values come together to support the holistic development of every child.

As Director of Montessori & Early Years, you will have the opportunity to shape the future of our Early Years program, mentor and inspire dedicated educators, strengthen Montessori practice, ensure operational and regulatory excellence, and make a lasting impact on our students, families, and school community.

If you are a collaborative, visionary leader who is passionate about Montessori education, faith-based learning, and developing high-performing teams, we encourage you to apply.

### **Job Details**

Position: Director of Montessori & Early Years

Employment Type: Full-time, Salaried

Start Date: August 24, 2026

Location: 9000 Bathurst Street, Thornhill, ON

Compensation: \$75,000 to \$90,000 annually, plus benefits

### **How to Apply**

Interested candidates are invited to submit a cover letter and resume to:  
[Info@as-sadiqschool.com](mailto:Info@as-sadiqschool.com)