

Coastal Empire Montessori Community Organization



Head of Montessori Curriculum and Instruction

Under the direct supervision of and in collaboration with the Executive Director, the Head of Montessori Curriculum and Instruction is a school staff member who is responsible for creating and maintaining a high-quality Montessori / standards-aligned educational environment that is rigorous, consistent, reflects the organization's vision and mission, the charter promise of the school, and meets state performance standards. The roles and responsibilities of the position are as follows:

Roles and Responsibilities

Curriculum and Instruction

- Develops and implements an annual instructional plan that addresses the varied needs of the Montessori program, including differentiation based on age level, teaching staff training/preparedness, class normalization level, classroom environment, etc.;
- Develops, updates and monitors a Montessori curriculum aligned to state standards; provides teachers with useable curriculum documents and materials to support the curriculum;
- Makes recommendations about instruction and curriculum improvements to the Executive Director and Board Academic Excellence Committee based on research and observations;
- Prepares and ongoingly assesses classroom environments to enhance normalization;
- Works with the Executive Director on schoolwide programs and policies to support the student body, including discipline matters; and
- Serves in or manage other roles related to the academic program, such as School Test Coordinator, Induction Coordinator, etc. as designated by the Executive Director.

Prepared Environment

- Manages the use of an instructional lesson plan format and procedure for their timely submission (including for substitute lesson plans) by teaching staff;
- Ongoingly reviews the instructional materials and makes recommendations for changes or augmentation to the Executive Director and Board Academic Excellence Committee;
- Ensures that school's inventory of materials, both Montessori and other, is aligned to support the curriculum; oversees the materials replenishment process; and
- Manages a school-wide classroom inventory procedure and tracking system that includes both assets and consumables.

Assessment of Academic Program and Student Progress

- Supports the Executive Director in implementing and advises the Academic Excellence Committee on the implementation of a school-wide assessment and reporting calendar;
- Ensures the school-wide operationalization of the Albanesi assessment protocol if applicable;
- Develops procedures to determine whether key indicators of success and Montessori program goals are being met;
- Institutes and monitors the school-wide use of a Montessori lesson/mastery tracking and record-keeping system; and

- Facilitates the administration of benchmark testing and other standardized testing protocols.

Montessori Teaching Community

- Provides guidance to and coaches the teaching staff on classroom instruction, management, observation and assessment;
- Ongoingly trains, professionally develops and mentors Teachers and Teaching Assistants;
- Fosters the growth of professional learning communities within and across age levels;
- In collaboration with the Executive Director, conducts regular observations of and provides key input into the formative and summative evaluations of all teaching staff; and
- Assists in the hiring process; participates in the development and maintenance of talent management and succession planning systems (including identifying training needs and managing training options) of the teaching staff.

Montessori Family Community

- Prepares and executes family education opportunities aligned with the Montessori Curriculum in conjunction with the school-wide calendar;
- Educates and supports families to enhance their understanding of Montessori and help extend Montessori education into the family environment;
- Facilitates activities for volunteers that enhance Montessori programming;
- Produces a hard-copy and/or electronic Montessori training and resources library; and
- Fulfills other duties as assigned by the Executive Director.

Other Requirements

- Georgia Educator Certification;
- Certification from an accredited Montessori training facility;
- A minimum of a Bachelor's Degree in education or a related field;
- A minimum of five years of teaching experience;
- A minimum of three years of leadership experience;
- Experience with professional development, training and/or coaching;
- Preferred: a Master's Degree in education or a related field
- Preferred: experience in the charter school sector;
- Maintains confidentiality of information regarding students, staff, parents, and school issues;
- Performs responsibilities in an ethical and professional manner;
- Communicates effectively both orally and in writing;
- Establishes and maintains cooperative and effective working relationships with others; and
- Uses tact, patience and courtesy.

Salary Range

- \$50,000 – 75,000 annually; 219-day calendar