



Andover School of Montessori Job Description

Position: Director of Elementary and Middle School (DoE&MS)

Reports to: Head of School

Classification: Full Time, 12 months, Exempt

Oversees: Integrated Arts, Lower and Upper Elementary, and Middle School Faculty

Qualifications:

- Montessori certification in lower and/or upper elementary education; middle school Montessori certification a plus
- Masters Degree
- Minimum five (5) years classroom experience as a Montessori teacher
- Minimum three (3) years leadership and/or supervisory experience in Lower Elementary, Upper Elementary, and/or Middle School
- Ability to communicate effectively, both orally and in writing
- Proficient with technology
- Ability to manage multiple projects
- High social and emotional intelligence

General Responsibilities: The Director of Elementary and Middle School ensures that the school's learning objectives and curriculum are understood by teachers and realized in the classroom. They are responsible for providing professional support and development in Montessori pedagogy and curriculum. The Director of Elementary and Middle School is a member of the ASM Leadership Team that includes the Head of School, the Director of Finance and Operations, the Director of Enrollment Management and Marketing, Director of Development and Communications, and the Director of Children's House and works with them to insure that objectives of the school are met.

Specific Responsibilities:

Constituent Relations

- Build productive relations with parents through:
 - Design and implementation of parent development programs and communications, and
 - Meetings with parents who wish to discuss concerns.
- Attend to the educational, physical, social, and emotional needs of the children in each program level, and develop plans for meeting those needs.
- Build positive relations with community organizations to support specific classroom curriculum, service learning, and/or grant projects.

Administration

- Collaborate with the Director of Children’s House in the preparation of periodic reports on the development and implementation of the Montessori program and accreditation requirements.
- Participate in Leadership and Management Team meetings and ensure completion of tasks designated at these meetings.
- Provide leadership at staff meetings, in conjunction with other members of the Management Team.
- Provide clear and timely correspondence with teachers and parents.
- Work with the Management Team, staff, and parents to develop, revise and provide training for the ASM Emergency Plan, Code of Conduct, and Employee and Parent/Student Handbooks.
- Work with the Head of School to develop, utilize, and report on effective systems for collecting, analyzing and responding to data about student learning and program effectiveness.
- Participate on committees and/or task forces.
- Attend Board of Directors’ meetings, as requested.

Educational Program & Student Services

- Develop/update ASM curriculum documentation for each level.
- Assess and adjust the curriculum to demonstrate ongoing improvement.
- Create level-appropriate schedules for integrated arts classes, and lunch and recess coverage for elementary and middle school.
- Coordinate the teaching objectives, materials, methods to be used, and means of assessment used by each teacher within the program level.
- Coordinate standardized testing for upper elementary and middle school students.
- Work with elementary and middle school teachers to plan relevant field trips.
- With the Head of School, assist in the secondary school placement process for eighth year students and their families.
- Oversee the process of progress report writing (set deadline dates and review/edit progress reports) with elementary, middle school, and integrated arts teachers.
- Collaborate with the Learning Specialist and teachers to develop strategies and learning plans for students.
- Inform the Head of School on student issues and all other relevant matters pertaining to school life.

Personnel

- In collaboration with the Head of School, recruit and hire teachers, and oversee the supervision and evaluation of lower elementary, upper elementary, middle school, and integrated arts teachers.
- Plan and provide staff development, both in and out of the classroom, regarding effective implementation of Montessori pedagogy, classroom management, curriculum planning, and current best practices.
- In collaboration with teachers, review, revise as necessary, and oversee effective planning, record-keeping, and reporting systems regarding student work, progress reports, and parent-teacher conferences.
- Oversee recruitment and engagement of substitute teachers, as needed.

Finance

- Provide recommendations to the Head of School regarding budget development.
- Establish baseline classroom materials and approve classroom expenditures according to the approved budget and direction of the Head of School.
- In collaboration with the Director of Finance and Operations, make purchases of approved classroom material.

School Culture

- Demonstrate a strong commitment to professional ethics.
- Model the Montessori values of grace, courtesy, respect and empathy
- Demonstrate commitment to open communications and conflict resolution efforts across the school community.
- Protect the privacy and confidentiality of each student and ASM employee.
- Encourage and support leadership among staff.
- Assist in planning and attending in-house events.
- Develop community service projects.
- Willingly help with other duties when asked.

Additional Opportunities

- Present at conferences,
- Write and publish, and
- Write grants.

Working Conditions and Physical Effort

- Work is normally performed in a typical interior/office workplace environment.
- No or very limited physical effort required.
- No or very limited exposure to physical risk.

It is expected that all staff will function as self-directed members in a team effort. All activities and performances should meet appropriate professional standards and adhere to the philosophy and mission of the Andover School of Montessori.