



HUDSON | MONTESSORI SCHOOL

Hudson Montessori School Director of Teaching and Learning

Hudson Montessori seeks a Director of Teaching and Learning to join our community with a preferred start date of July 1, 2016.

The Director of Teaching and Learning will ensure that the educational program at Hudson Montessori School meets our mission: *to foster a Montessori educational environment conducive to each child's unique qualities and abilities for the development of social, emotional, and reasoning skills that are essential for a lifetime of independent, creative thinking and learning in the world community.*

Possessing deep respect and experience with the Montessori philosophy as implemented at HMS is vital to be a successful Director of Teaching and Learning.

Major Leadership Roles and Associated Responsibilities

1. Lead all existing and future strategic plan initiatives that involve the educational program.
2. Assist Head of School in hiring of faculty.
3. Supervise and lead the faculty of Hudson Montessori School. Responsibilities associated with this leadership role include:
 - a. Serve as a resource to the Hudson Montessori School faculty on issues involving teaching and learning.
 - b. Conduct frequent formal and informal observations of faculty members and provide feedback to faculty based on those observations. When necessary, provide targeted coaching and/or resources to faculty members.
 - c. Establish and maintain the evaluation and professional growth frameworks utilized at Hudson Montessori School.
 - d. In collaboration with the Head of School, conduct faculty evaluations.
 - e. In support of faculty members, design and monitor individual professional growth plans.
 - f. Design school-wide or departmental levels professional development initiatives.
 - g. With Head of School and faculty, establish agenda for faculty meetings.
 - h. Coordinate new teacher training/onboarding and mentorship.
4. Ensure that the Hudson Montessori School curriculum and educational program is cohesive, consistent and supportive of the school's mission. Associated responsibilities with this leadership role include:

- a. Monitor and assess the scope and sequence of the Hudson Montessori School curriculum.
 - b. Work with the Head of School and faculty to enhance the curriculum through thoughtful and well-reasoned teaching and learning innovations.
 - c. Design and maintain teaching and classroom schedules.
 - d. Administer and evaluate standardized testing protocols.
5. Provide assistance and direction to teachers and parents on their student's academic and developmental matters. Involve the Head of School when appropriate.
 6. Manage the report card and parent-teacher conference process.
 7. Design and lead mission-focused parent education programming.
 8. Assist Director of Admissions when necessary with prospective families and with assessments of prospective students.
 9. Assist the administrative team and faculty in retention efforts.
 10. Assist in school-wide marketing and communication efforts.
 11. Work with Head of School to provide relevant information to Board of Trustees involving the educational program. The Director of Teaching and Learning will be available to attend and participate in Board of Trustee meetings with ample advanced notification from Head of School.
 12. Work with Educational Support Team to ensure that students with learning style differences are properly supported.

Qualifications and Characteristics

1. A strong commitment to the mission of Hudson Montessori School and the Montessori philosophy of education.
2. Montessori training (AMI or AMS) at both the Primary and/or Elementary level is preferred.
3. At least five (5) years of classroom teaching experience.
4. Demonstrated experience with supervising classroom teachers.
5. Knowledge, understanding and successful application of curriculum development initiatives.
6. Knowledge of best practices in Montessori education.
7. Skill in helping parents understand the value of a Hudson Montessori School education at all levels.
8. A leadership style that encourages collaboration and consensus building while also being able to make key and important decisions when necessary.
9. An ability to manage multiple projects at one time and prioritize task completion.
10. A sense of humor, a commitment to teamwork, an affable personality, and a love of children and schools.

A competitive salary, benefit, and vacation package for this full-time 12 month position will be offered to the optimal candidate.

Please email your resume, a cover letter, a statement of educational philosophy and a list of five (5) references to Edward Hollinger, Interim Head of School, at hos@hudsonmontessori.org by March 15, 2016.