



## OFFICE OF HUMAN RESOURCES

Job Information	
<b>Job Title:</b> Coordinator, Montessori Education	<b>Last Revised/Approved:</b> <i>January 2019</i>
<b>Job Code:</b> TBD	<b>Reports To:</b>
<b>Office:</b> Chief Academic Office	<b>Department:</b>

Compensation Information	
<b>Pay Grade:</b>	<b>Pay Range:</b> \$
<b>FLSA Status:</b> Exempt	<b>Term of Employment:</b> FT

### Position Summary/Purpose:

Has a proven ability to collaborate with staff, administration and parents in support of implementing the Montessori curriculum and approach with fidelity within Milwaukee Public Schools (MPS).

### Core Competencies:

- Decision Quality and Problem-Solving
- Communication and Customer Service
- Professionalism
- Equity, Access and Inclusion

### Essential Functions:

*An essential function is a duty or responsibility that is fundamental to the job — a critical, or basic component of that job. An essential function cannot or should not be assigned elsewhere.*

1. Serves as an administrative liaison to the Superintendent, district and school-based administrators and all district departments.
2. Collaborates with Montessori principals to support individual school needs.
3. Collaborates with, and brings together, the Milwaukee Public Schools (MPS) Montessori school communities.
4. Supports Montessori curriculum implementation at all multi-aged levels (working with schools and district administration).
5. Supports implementation of the Montessori Strategic Plan (MAC member).
6. Works with new and emerging Montessori programs to ensure Montessori implementation with fidelity (Montessori material orders, facility needs, staffing needs, consulting and coaching new principals, etc.).
7. Provides support to new Montessori teachers.
8. Provides support to special education staff, and school support staff, who traditionally are not Montessori trained to include students with special needs in the regular Montessori classroom.
9. Coordinates with the Montessori principals for district wide Montessori school professional development sessions.
10. Supports and assists with recruitment of Montessori teachers and administrators.
11. Develop pipelines for Montessori teachers and administrators through Montessori training centers and public institutions.
12. Develops community outreach by developing relationships with universities, professional associations, college fairs and university teacher training programs.
13. Explores external funding sources (grants, etc.) for Montessori needs in MPS. Develops and maintains a Montessori website for MPS.
14. Creates marketing materials for Montessori in MPS.

15. Supports Montessori student enrollment.
16. Supports Montessori research project process
17. Coordinates the Montessori Summit.
18. Supports community education of the K3 – grade 12 MPS Montessori school continuum.
19. Provides exceptional customer service through positive communication and fostering a welcoming environment.
20. Actively supports the MPS Strategic Plan.
21. Completes other duties as assigned.

## **Job Requirements:**

### ***Education Requirements:***

- Position requires a Bachelor's degree in education and Montessori training as a Montessori teacher, a master's degree is preferred
- A Director of Instruction (10) or Principal (51) license or the ability to obtain within two years is required:
  - NOTE: Applicants that do not currently hold this license or have not completed a certification program awarding this license, may still qualify for the position if they enroll in and complete a certification program awarding the #10 Director of Instruction within 2 years. Until you complete the certification program, the District will request the license on your behalf upon appointment to the position for a maximum of two years.
- Two or more years of experience in the delivery of professional development.

### ***Experience Requirements:***

- Five or more years of teaching experience as a fully-licensed Montessori educator

### ***Knowledge, Skills and Abilities:***

- Effective oral and written communication and presentation skills are required.
- Skill at organizing resources and establishing priorities.
- Must possess interpersonal skills that will facilitate work with all levels of management and the students of MPS.
- Must be able to exercise sound judgment to make decisions based upon research and investigations of facts and law.
- Must show initiative for new ideas and concepts as the culinary arts program at MPS grows.
- The ability to negotiate and communicate effectively, prepare technical documents and summaries is necessary.
- Must be able to manage department budgets and identify cost-saving measures.
- Ability to work under pressure with time constraints, be versatile, adaptable and maintain confidentiality.
- Must be able to multi-task and work with varying deadlines.
- Computer skills with advanced knowledge of MS Office products is required.

## **Working Environment:**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

- General office environment with basic standing, walking and typing required. Should be able to lift up to 30 pounds. Employee required to work periodically on weekends. Evening meeting and events are required as a part of the job.
- Reliable, insured vehicle and valid driver's license required as frequent travel around the greater Milwaukee area is required.

## **Physical Demands:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodation.*

- General office environment with travel around Milwaukee and occasionally out of town.

## **Equal Opportunity:**

It is the policy of the District that persons seeking employment with the District shall not be discriminated against in employment by reason of their age, race, creed, color, religion, handicap or disability, pregnancy, marital or parental status, sex, citizenship, national origin, ancestry, sexual orientation, arrest record, conviction record, military service, membership in the National Guard, state defense or reserves, political affiliation, use or nonuse of lawful products off the employer's premises during nonworking hours, declining to attend a meeting or to participate in any communication about religious matters or political matters, the authorized use of family or medical leave or worker's compensation benefits, genetic information, physical, mental, emotional or learning disability, or any other factor protected by local, state or federal law in all employment practices including terms, conditions and privileges of employment.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.

Reasonable accommodations shall be made for qualified individuals with a disability, unless such accommodations would impose an undue hardship on the District. Requests for accommodations under the Americans with Disabilities Act or under the Wisconsin Fair Employment Act must be submitted to the Employee Rights Administration Department in the Office of Human Resources.