



Job Title: Montessori Instructional Specialist

Exemption Status/Test: Exempt/Professional

Reports to: Director of Curriculum and Instruction

Date Revised: May 27, 2015

Dept. /School: Curriculum and Instruction

Primary Purpose:

Coordinate Montessori curriculum to ensure alignment to TEKS, provide professional development to Montessori campuses, and work with principals to support and grow the Montessori program, and conduct program evaluation.

Qualifications:

Education/Certification:

Master's degree from accredited university
Valid Texas teaching certificate with ESL endorsement
Montessori credential by a MACTE accredited Montessori center
Administrative certification preferred

Special Knowledge/Skills:

Knowledge of and experience with Montessori curriculum and teaching strategies
Strong organizational, communication, and interpersonal skills
Ability to interpret data
Ability to collaborate with multiple departments and campuses

Experience:

Minimum of five years of experience as a Montessori lead teacher grades Pre-K-3-5
Administrative experience preferred

Major Responsibilities and Duties:

Program Management

1. Assist teachers in developing lesson plans that fulfill the requirements of Montessori program.
2. Observe classroom instruction and provided assistance to classroom teachers to facilitate improvement in teaching the Montessori curriculum.
3. Provide staff development for Montessori teachers.
4. Evaluate the Montessori program's effectiveness based on evaluative findings and recommend changes as needed.
5. Work with other members of staff to determine instructional goals, objectives, and methods according to district and Montessori requirements.
6. Align district curriculum and Montessori curriculum in PK-3 through 5th grade.
7. Collaborate with content coordinators to ensure alignment to TEKS and district objectives.
8. Assist with identifying appropriate instructional resources and materials to support the program.

Classroom Management and Organization

9. Work with teachers to ensure that the classroom environment is conducive to learning and appropriate for Montessori model.

Communication

10. Establish and maintain a professional relationship and open communication with departments, administrators, teachers, students, parents, and community members.

Professional Growth and Development

11. Participate in staff development activities to improve job-related skills.
12. Comply with state, district, and school regulations and policies for classroom teachers.
13. Attend and participate in faculty meetings and serve on staff committees as required.

Mental Demands/Physical Demands/Environmental Factors

Tools/Equipment Used: Personal computer and peripherals; standard instructional equipment

Posture: Prolonged sitting or standing; frequent kneeling/squatting, bending/stooping, pushing/pulling, and twisting

Motion: Frequent walking, getting in and out of the car to travel between campuses/office

Lifting: Regular light lifting and carrying (less than 15 pounds); may lift and move textbooks and classroom equipment

Environment: Work inside, may work outside; regular exposure to noise

Mental Demands: Maintain emotional control under stress; work prolonged or irregular hours

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsible and duties that may be assigned or skills that may be required.