



*Using the Montessori Method to close the opportunity gap while fostering a lifetime love of learning and cultivating independence among DC school children.*

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## **Director of Curriculum and Instruction**

### **Position Description**

Lee Montessori is a public charter school, currently in Northeast Washington, DC (and coming to Southeast, DC in 2019) that currently serves children in primary and lower- and upper-elementary level Montessori classrooms. Our mission is to foster a lifetime love of learning and cultivate independence among DC schoolchildren. Our school uses the student-centered Montessori Method, an evidence-based approach to closing the opportunity gap. Lee Montessori PCS creates a peaceful, multi-age learning environment for public preschool and elementary-aged children that fosters the physical, social, emotional, and academic growth and development of students and produces life-long learners. The school's social and academic culture follows the rigorous standards for excellence as set forth by the Association Montessori Internationale (AMI).

A member of the School Leadership Team, the **Director of Curriculum & Instruction** is responsible for creating a community of reflective practitioners and ensuring that the overall program balances the needs of the children and adults we serve with the Montessori philosophy and our principles of equity. Reporting to the Head of School, the DCI's primary responsibilities are to create and sustain an outstanding school culture that support human flourishing for students, faculty, and staff; to lead the academic and cultural vision for the school; to build and develop leadership in staff members; to ensure that all aspects of the school and to empower parents and families to advocate for optimal educational opportunities for all.

### **Major Duties and Responsibilities**

#### **Academic Culture and Continuous Professional Growth**

1. Articulates a clear instructional vision with a school-wide focus on equity, high-fidelity montessori, and data-driven instruction grounded in child development.
2. Analyzes teacher practice through ongoing classroom observations, data analysis, and the examination of student work to support continuous professional growth.
3. Provides clear and direct feedback to teachers based on analysis of practice. Develops teachers' capacity to collect and analyze multiple sources of data to improve child development.
4. Fosters collaboration and teacher leadership.
5. Assist in the onboarding of new employees.
6. Demonstrates the importance of feedback, documentation and informal development discussions which supplement the annual performance review.
7. Provides corrective action when necessary in a timely manner.
8. Assist in the coordination of on and off-site training for staff
9. Assist with recruitment of teachers and assistants who match our philosophy, and participate in the interview, hiring and orientation processes.
10. Provide supplements to the curriculum and actively participate in enhancing our program for the benefit of all children.

#### **Equity & Inclusion**

1. Collaborate with the school leader to design an equity framework and related initiatives (e.g., the development of an equity mission and vision) that align with Lee Montessori's strategic goals.
2. In collaboration with the school leader, implement an equity framework that supports families, staff, and partners in considering their historical and current context; builds the capacity of individuals to develop actionable plans that dismantle systemic oppression; and works for a variety of stakeholders within our school community.
3. Support equity-related professional development for faculty and staff members throughout the year.
4. Facilitate conversations with teachers, students, and families to support children navigating the gender spectrum.
5. Supported by School and Network staff, plan, execute, and reflect on school community (student/ family/ community) equity events and workshops/trainings based on school community needs for the school.



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6. Support the recruitment of families and collect data on family volunteers; encourage prospective families to feel welcome in the school community.
7. Manage responsibilities and communicate so that student, family, and faculty concerns are addressed and needs of all constituent groups are fairly met in a timely and tactful manner.

### **Family and Community Relations**

1. Assisting in the development of and participates in school functions, including but not limited to open houses, orientation meetings, family education events, and school-wide activities.
2. As needed, welcomes prospective families and conducts school tours
3. Coordinate teacher and family committees that support work to reduce bias and racism.

### **Data and Information**

1. With the support of School and Network staff, create systems of accountability for the maintenance of Montessori lesson data and data from standardized assessments.
2. Assist in the maintenance of student records, reports, evaluations, inventories, and assessments.
3. Review and monitor data to manage student and family participation/volunteerism and retention.
4. Participating in all assessment-related trainings.
5. As needed, coordinating with Special Education and related service providers to ensure appropriate, personalized, and consistent services.
6. Track student and teacher progress to assess the effectiveness of coaching.
7. Collect and analyze survey data related to Professional Development and Family Engagement supports.

### **Requirements**

- Have a firm commitment to upholding the school's mission and anti-bias/anti-racist pedagogy.
- Possess an AMI Primary credential, in addition to, at a minimum, a Bachelor's degree.
- Have at least 3 years classroom experience, preferably in a public or urban setting.
- Demonstrate a willingness and ability to integrate data and assessment with traditional Montessori curriculum in order to close the opportunity gap for our students.

### **Compensation and Benefits**

Lee Montessori PCS offers an extremely competitive compensation and benefits package.

### **How to apply**

Please apply immediately, as applications are accepted and roles are filled on a rolling basis. Applications and resumes are reviewed on a daily basis. All interested applicants should apply at [leemontessori.bamboohr.com/jobs](https://leemontessori.bamboohr.com/jobs). For more information about our school, please visit [www.LeeMontessori.org](http://www.LeeMontessori.org).