



HUDSON | MONTESSORI
SCHOOL

Hudson Montessori School Director of Teaching and Learning

Hudson Montessori School seeks a Director of Teaching and Learning to join its leadership team starting on or around August 1, 2023.

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.

He or she will work closely with our programs that cover our first and second plane learners. The Director of Teaching and Learning will also work with the Middle School Coordinator who oversees the program for our third plane learners.

Background on HMS

Founded in 1962, Hudson Montessori School serves more than 250 children from infancy through 8th grade.

Aspects of Work Environment

HMS prides itself in being a professionally supportive community for committed educators.

- HMS classroom environments are equipped with a full array of high-quality materials.
- Teachers are provided planning time each week to prepare their environment and collaborate with colleagues.
- Being a small school community, we have a strong sense of community both among colleagues and families. In a recent survey, 99% of parents and 100% of faculty strongly agreed or agreed that the HMS community was caring.
- In the same survey, 100% of parents and faculty strongly agreed and agreed that HMS had a strong commitment to moral values and character development. 99% of parents and 100%

faculty strongly agreed or agreed that each HMS student was well known. And, 98% of parents and 100% of faculty strongly agreed or agreed that HMS supported academic achievement.

- In a recent survey, 96% of faculty rated our administrative support as excellent or very good in terms of approachability, leadership, problem solving and responsiveness. Aspects of this support include:
 - HMS has a full-time Director of Teaching and Learning for the first and second plane programs. Regular touchpoints with Director of Teaching and Learning and with other teachers at the same level create a strong sense of community as well as support.
 - To support all learners, we have an Educational Support Team which has a school psychologist, reading specialist and a speech language therapist. The EST is available to provide expertise to lead teachers.
 - HMS is committed to ongoing learning and professional development. Each lead teacher is provided with a budget for this purpose. The Director of Teaching and Learning will also have a budget for professional development.
 - Our Faculty Growth Plan provides opportunities for professional growth through evaluation, opportunities for observation and teacher-designed projects of interest/passion.
- We have non-formal ways to enrich the community and support teachers. Our Sunshine Committee provides social opportunities for employees to connect with each other. Our Family Network regularly provides our employees with thoughtful gestures like tasty snacks and gift cards to show their appreciation.

Compensation and Benefits

- We ensure a competitive salary as compared with independent school norms.
- We offer a generous professional development budget. An opportunity to be sponsored for Montessori training is available.
- Our health benefit rates have not increased in the last four years and 95% of each employee's medical premium is paid by the school.
- We offer tuition remission of 75% for employee children for full-time employees.
- We have a 401k program with a match provided by the school.
- If interested, the school has available housing near the school at below market rates for employees.
- If a candidate relocates from outside of the immediate area, HMS will help with moving expenses.

Specifics about Job Opportunity

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Major Leadership Roles and Associated Responsibilities

1. Lead existing and future strategic plan initiatives that involve the educational program that address first and second plane learners. Collaborate with Middle School Coordinator on existing and future strategic plan initiatives that address third plane learners.
2. Assist Head of School in hiring of faculty and assistants for our first and second plane programs.
3. Supervise and lead the faculty of Hudson Montessori School in the first and second planes. Responsibilities associated with this leadership role include:
 - a. Serve as a resource to the Hudson Montessori 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/or mentorship.
 - i. Serve as a resource to lead teachers and assistants to support the work that assistants complete in service of the learning environment.
4. Ensure that the HMS curriculum and educational program is cohesive, consistent and supportive of the school's mission. Associated responsibilities with this leadership role at the first and second planes include:
 - a. Monitor and assess the scope and sequence of the Hudson Montessori School curriculum.
 - b. Work with the 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 academic, developmental or social student 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 Advancement 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 Learning and Teaching 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 either the Primary or Elementary levels. Having training at both or a desire to obtain further training is preferred but not necessary. Hudson Montessori School can cover all training expenses if additional training is necessary/desired.
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 areas of education. An understanding of progressive educational trends to further enhance the HMS program and the school's mission.
7. Skill in helping parents understand the value of a HMS 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 10-month position will be offered to the optimal candidate.

Please email your resume, a cover letter, and a list of three references to Matt Virgil, Head of School at mvirgil@hudsonmontessori.org by April 10, 2023.