



Position Announcement – Director of Teaching and Learning

About Sussex Montessori School:

Sussex Montessori School was approved as a charter school by the Delaware Department of Education in April 2018 and opened for grades K through 3 in Fall 2020. We have welcomed fourth, fifth and sixth graders in subsequent years and currently serve 440 children. The school was approved for reauthorization for 2024-2029.

The mission of Sussex Montessori School is to nurture the development of empathetic, collaborative, persistent and innovative global and community citizens in accordance with the time-tested philosophy of Maria Montessori, through authentic personalized learning experiences, respectful relationships, opportunities to innovate, and a focus on global citizenship.

The school is located in Seaford, Delaware, which is a diverse rural area with a thriving Hispanic population as well as growing Haitian community. The Sussex Montessori School Board believes that the addition of a Montessori public school in Sussex County, DE improves student learning, allows for greater choice for parents, and serves as a model for alternative approaches to education by providing a proven and innovative teaching and learning environment.

Summary of Position:

The Director of Teaching and Learning reports directly to the SMS Head of School and is responsible for the consistent high quality of the Montessori program within and across grade levels at SMS. The Director of Teaching and Learning works with teachers to develop, implement, and supervise education programs that meet the school's mission, vision, and goals. The focus of this position is on continual development of the staff to ensure that all children are reaching their full potential.

Location:

Seaford, Delaware

Duties:

- Builds and maintains consistency, coherence, and continuity within programs and across programs in the school community.
- Assists the staff in implementing Montessori best practices based on current research in the field.
- Ensures that the state requirements related to instructional practices (spec education, assessment, the teaching of reading) are being met in all classrooms.
- Uses the DERS tools to observe in classrooms, provide feedback to teachers, and support them in their development.
- Supports teachers in the development of plans to assist children to self-regulate in the classroom.
- Works closely with the Special Education Coordinator to ensure that all children's needs are being met.
- Provides leadership to faculty in their work with children, parents, colleagues, and curriculum.
- Ensures educational quality control with respect to all applicable federal and state school regulations.
- Acts on behalf of the Head of School in her/his absence (e.g., questions, concerns, complaints) for the purpose of conveying and/or gathering information required for their functions in a timely manner.
- Assists the Head of School in developing and evaluating student programs and services, and/or evaluating instructional staff.
- Assists in the recruitment and retention of high-quality teachers to school.
- Participates in the planning/leading of curriculum-focused meetings and professional days to review, discuss, and update curriculum adhering to a Montessori focus and current research on best practices.
- Facilitates meetings of both the whole school community and teacher teams.
- Monitors teachers use and interpretation of classroom-based assessments to inform instructional practices and monitor children's cognitive, social, and emotional growth.
- In conjunction with the Head of School, establishes cohesive professional development goals and plans to meet those needs for the school community.
- Ensures that the faculty is provided support and training as needed.
- Is present in classrooms and provides feedback and coaching for teachers.
- Assists in making placement decisions for children in terms of educational programming.
- Supervises the classroom ordering process assuring that orders support the curriculum and focus of the school.
- Develops a plan for providing support services both within and outside the school community (reading support, speech, guidance, school psychology services, etc.).
- Ensure that the competency-based Montessori curriculum accomplishes the outcomes of the common core standards while maintaining the efficacy of the Montessori curriculum.

Required Qualifications:

- Montessori certification from a MACTE-accredited program
- Master's degree or higher from an accredited institution in education or related field
- 3 - 5 years' experience in working in academic administration or a related field.
- Demonstrated experience in creating and evaluating student programs.
- Demonstrated experience working with adults in professional development or coaching situations.

Preferred Qualifications:

- Fluent in Spanish and/or Haitian Creole.
- Eligible for or willing to obtain Delaware [Principal/Assistant Principal](#) Certification.
- Leadership and/or teaching experience in Public Montessori Schools.
- Experience with special education requirements in Montessori Schools.
- Experience with observation tools such as the Developmental Environmental Rating Scale and their use in classrooms.

How to Apply:

You must submit the following three documents to: info@sussexms.k12.de.us. **Incomplete applications will not be considered:**

1. A resume that clearly indicates that you possess the required qualifications, and that indicates which preferred qualifications and additional relevant qualifications you would bring to this position.
2. A one-page cover letter explaining how your skills and experience make you a strong candidate for this position.
3. A separate document with responses to the following questions (please upload this with all other documents where prompted or copy and paste your thoughts in the text boxes provided.)
 - How do you envision supporting the mission of Sussex Montessori school?
 - What makes you a good fit for this job?
 - Have you had leadership opportunities to provide feedback and support to beginning Montessori teachers? What did that look like?
 - What experience do you have with state standards and regulations?
 - Describe your approach and experience to building a school community.

Review of applications will begin March 15, 2024. This is an on-going process until the right candidate is found. The anticipated start date for the position is July 1, 2024 or a mutually agreeable date. Position will be open until filled.

Equal Employment Opportunity

Sussex Montessori School is an Equal Opportunity Employer, which encourages applications from minority group members, women, individuals with disabilities and veterans.
