

Job Descriptions – Sussex Montessori School

Head of School (1 FTE)

Summary of Position: The Head of School is accountable for the operations of the program and activities of Sussex Montessori, in keeping with the mission and vision of the school and the direction as set by the SMS Board. The Head of School must represent the Board and embody the vision of the school in its relations with faculty, staff, students, families and the community.

Duties:

- Reports directly to the SMS Board of Directors.
- Carries out the broad educational policies established by the Board and within the limits of the financial policy set by the Board.
- Assumes the responsibility for the day-to-day operation of the school.
- Acts as liaison between the Board and the school.
- Oversees the business operations.
- Oversees the Educational Program of the school.
- Supervises all faculty and staff, both teaching and non-teaching.
- Provides administrative and professional leadership for faculty and staff.
- Oversees the development, implementation, and evaluation of programs and services that support the mission, vision, and strategic goals of the school.
- Provides leadership for activities which affect the current and future development of the school (such as strategic planning and setting curricular goals).
- With the assistance of the Director of Education, ensures that program quality is maintained and that classrooms have appropriate instructional materials.
- Conducts regular teacher and paraprofessional evaluations and provides feedback/coaching.
- Ensures that all staff have quality Montessori professional growth opportunities.
- Supervises and participates in the selecting and hiring of properly-qualified persons to serve as members of the faculty.
- Builds relationships with prospective and current parents supporting the admission and retention of children in the school.
- Represents the school to all of its constituents including neighborhood and community, parents, students, business community, faculty, staff and the educational community.

Required Qualifications:

- 5 - 7 years in managing an accredited Montessori school or child care center.
- Master's degree or higher from an accredited institution.
- Demonstrated experience with strategic planning.
- Background knowledge of the fiscal and operating needs of a school.
- Montessori Certified Training or extensive experience with Montessori philosophy and curriculum.
- Demonstrated ability to comply with the standards for ethical and professional performance established by the State Board of Education.

Education Director (1 FTE)

Summary of Position: The Education Director is responsible for the consistent high quality of the Montessori program within and across grade levels at Sussex Montessori Academy. The Education Director works directly 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.

Duties:

- Reports directly to the SMS Head of School.
- 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.
- Assists in the recruitment and retention of state-certified teachers to school.
- Is responsible for the oversight and administration of all required federal and state testing requirements on behalf of school.
- Ensures educational quality control with respect to all applicable federal and state school regulations.
- Provides leadership to faculty in their work with children, parents, colleagues, and curriculum.
- Assists the staff in implementing "best practices" based on current research in the field.
- Builds and maintains consistency, coherence, and continuity within program and across programs in the school community.
- Participates in the planning/leading of curriculum-focused meetings and professional days to review, discuss, and update curriculum adhering to a Montessori focus, developmentally-appropriate practices, common core alignment and current research on "best practices."
- Facilitates meetings of both the whole school community and SMS 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.).

Required Qualifications:

- Master's degree or higher from an accredited institution.
- 3 - 5 years' experience in working in academic administration or a related field.

- Valid Delaware Teacher's Certification.
- Demonstrated experience in creating and evaluating student programs.
- Demonstrated experience working with adults in professional development or coaching situations.
- Montessori Certified Training or extensive experience with Montessori philosophy and curriculum.

Business Manager

Sussex Montessori School may hire a business manager to fulfill these duties, or may contract with an outside firm to provide these services

Duties/Services:

- Collaborate with the Head of School, and Citizen Budget Oversight Committee to ensure the successful financial operation of Sussex Montessori School
- Ensure the accounting procedures within the school meet all federal, state and local requirements and within the FSF/PHRST guidelines.
- Create annual budget in collaboration with the Head of School, Administrators , and Citizens Budget Oversight Committee
- Analyze and report monthly finances in coordination with the Head of School and Citizen Budget Oversight Committee
- Oversee Unit Count reporting process
- Prepare local school district billing and ensure collection of associated funds
- Oversee the collection of all revenues and monitor cash flow of school funds
- Oversee the Child Nutrition program
- Assure that all financial, enrollment, food service and state/federal grant audits are conducted as required by state and federal regulations.
- Manage FSF - State Accounting Module
 - Ensure activities associated with State Monthly and Annual Checklists are completed
- Manage PHRST – payroll, benefits, and human resources
 - Teacher and staff contracts for CCS
 - PHRST cleanup and monthly checklists
 - Leaves of absence and all applicable state/federal programs (FMLA, Disability)
 - Pension and workman’s comp related duties
- Collaborate and communicate with Statewide Benefits Office, PHRST, and Office of Management and Budget, Treasurers Office, Division of Accounting, State of Delaware Child Nutrition Department, DOE, Finance Committee, and Campus Community Board members, as needed
- Assist in negotiations with applicable vendor contracts in coordination with the Head of School (e.g. school bus contract, food service contract, copier contract, etc.)
- Report to Head of School

Required Qualifications:

- Strong financial and accounting expertise
- Experience with large budgets
- History of ethical financial management

Preferred Qualifications:

- Certified Public Accountant
- Human resources experience
- Business management experience
- Familiarity with State of Delaware financial system

School Secretary (1.0 FTE)**Duties:**

- Reports directly to the Head of School of Sussex Montessori Academy.
- Answers phones and take messages.
- Prepares and manages correspondence, reports, and documents.
- Implements and maintains office systems.
- Maintains schedules and calendars.
- Arranges and confirms appointments and tours/visits.
- Coordinates daily substitute activities (certificated and non-certificated) for the purpose of ensuring that staff absences are covered in a timely manner and that student safety and educational process needs are met.
- Handles incoming mail and other material.
- Sets up and maintains filing systems.
- Sets up work procedures.
- Collates information.
- Maintain databases including but not limited to student records.
- Communicate verbally and in writing to answer inquiries and provide information.
- Composes a variety of documents (e.g., correspondence, agendas, newsletters, minutes, bulletins, reports) for the purpose of communicating information and/or creating documentation in conformance with established guidelines.
- Coordinates a variety of projects, functions and/or program components (e.g., facility usage, guest teachers, meetings, in-service events, travel and accommodations) for the purpose of completing activities and/or delivering services in a timely fashion.
- Organizes internal and external events.
- Liaises with internal and external contacts.
- Coordinates the flow of information both internally and externally.

Required Qualifications

- Professional, positive attitude and appearance.
- Excellent verbal and written communication skills.
- Ability to work independently with strong administrative/problem solving skills.
- Highly organized and able to prioritize.
- Ability to multi-task in a highly-visible, fast-paced, team-oriented environment.
- Ability to handle confidential matters and information with discretion.
- Proficient in Microsoft Outlook, Word, Excel, and PowerPoint

School Nurse (1.0 FTE)

Duties:

- Reports directly to the SMS Head of School.
- Researches a variety of topics (e.g., current practices, policies, education codes) for the purpose of providing information and/or recommendations and/or addressing a variety of administrative requirements.
- Responds to inquiries from a variety of internal and external parties (e.g., staff, parents, students, public agencies) for the purpose of providing health-related information or direction and/or facilitating communication among parties.
- Supports the Head of School and other assigned administrative personnel for the purpose of providing assistance with their functions and responsibilities.
- On call availability to assist SMS students with injuries, medication, and screenings.
- Conducts an active screening program for vision, hearing, orthopedics, posture/gait, etc. as prescribed in the Nurses Technical Assistance Manual and Regulations.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Required Qualifications:

- Qualified to practice as a Registered Nurse in the State of Delaware.
- Certified in CPR.
- Minimum of one-year experience in public health nursing, community health nursing, or school health nursing.
- Experience with pediatric nursing preferred.

Custodian/Maintenance (1.0 FTE)

Duties:

- Reports to the SMS School Leader.
- Regularly cleans of the school and grounds.
- Monitors the grounds to ensure the environment is safe and secure.
- Provides facilities management to oversee minor repairs and monitor building health and needs.

Required Qualifications:

- High School diploma or equivalent.
- One year custodial experience.
- Custodial and building maintenance in school setting preferred.
- Experience with fire safety, air quality, mold and dampness issues, heating, ventilation, air conditioning, overall environmental safety, and common repair work.

Teacher (10 positions)

Duties:

- Reports to the Head of School and Education Director of Sussex Montessori School.
- Plans, prepares, and delivers instructional activities that facilitate active Montessori learning experiences.
- Creates instruction that supports the development of the cognitive, emotional, social, physical, and spiritual growth of the child.
- Uses the school curriculum, Montessori Albums, and current research-based instructional practices to develop integrated units of instruction that meet both the group and individual needs of students.
- Prepares an environment that meets the sensitive period of development of the children with whom he/she works.
- Prepares an environment in which the instructional resources correspond to the needs of the group.
- Uses various assessment tools/strategies such as observations, children's work samples, continuums of development, portfolios, etc. to help make instructional decisions for individual students.
- Monitors the progress of individual students and uses school-approved screening and evaluation tools to develop RTI plans for individual children.
- Maintains a clean, orderly, and attractive Montessori environment.
- Instructs and monitors students in the use of learning materials and equipment.
- Uses relevant technology to support instruction.
- Maintains accurate and complete records of students' progress and development.
- Updates all necessary records accurately and completely as required by laws, school policies, and regulations.
- Creates an environment that demonstrates rapport with and respect and kindness for, all students as well as between students.
- Models and teaches conflict resolution and problem solving strategies in the classroom.
- Communicates necessary information regularly to students, colleagues, and parents regarding student progress and student needs.
- Establishes a positive relationship with parents of the students and maintains regular communication with parents with regard to their child's specific needs.
- Establishes and maintains a Montessori classroom culture, paying particular attention to the needs of students/parents new to Montessori.
- Maintains his/her teaching skills and participates in professional development activities (both within the school community and via attendance at conferences, workshops, etc.).
- Participates in on-going self-assessment and refinement of practice as well as in collaborative professional growth.
- Participates in collegial activities and meetings designed to make the entire school a productive Professional Learning Community.

Required Qualifications:

- Bachelor's degree or higher from an accredited institution.
- Valid current Delaware Teaching Certificate/License.

- Montessori Certification from a MACTE-accredited teacher education program.

Montessori Teacher Assistant {Paraprofessional} (10 positions)**Duties:**

- Reports to the assigned SMS Teacher(s).
- Supports the work of the teacher, primarily through the preparation and maintenance of the environment in which the Montessori approach to education is implemented.
- Acts as a support person during class work times and will support the work of the head classroom teacher.
- Works with individual and small groups of children as directed by the Teacher and/or Head of School.
- Assists the teacher in the daily monitoring of students' work.
- Assists with preparation of curriculum materials as directed

Minimum Qualifications:

- One year of teacher's assistant experience; OR, any equivalent combination of experience and/or education from which comparable knowledge, skills, and abilities have been achieved.
- Montessori certification or a willingness to obtain certification.