



DIRECTOR OF EDUCATION JOB DESCRIPTION

PURPOSE: Partner with faculty and administration to nurture a robust and inspiring learning and teaching environment at all levels.

RESPONSIBILITIES:

Curriculum:

Oversee successful implementation of Montessori program at primary (AMI) and elementary (AMS/AMI) levels. Align learning support services with school's approach to serving children's distinct learning styles. Foster a rich learning environment supported by current educational research. Play a key role in admissions, partnering with parents, teachers and administration.

Classroom:

Partner with faculty in professional development planning, goal-setting, and implementation. Provide teachers with ongoing strategic and tactical guidance related to curriculum and student support and progress. Partner with Head of School in teacher and support-staff hiring. Coordinate learning service observation/intervention as well as standardized testing programs. Serve as critical point of contact related to parent support.

QUALIFICATIONS:

Master's Degree preferred

Prior teaching experience at primary or elementary level

Montessori certification at either elementary or primary level is necessary (elementary level is preferred), both levels would be optimal.

Collaborative; works easily with many styles

Excellent communication skills

Organized and self-motivated

Enjoys working with a wide range of stakeholders

ACCOUNTABILITY: The Director of Education works with and under the supervision of the Head of School.