

# 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 is located in Western Sussex County near the Maryland border. There is easy access to Delaware beaches, parks, and outdoor areas as well as to the larger cities of the east coast including Philadelphia, Baltimore, and Washington, DC.

# Responsibilities:

**Montessori champion**

* Diligently provides support and training for the teachers in order to implement high-fidelity Montessori
* Articulates the integration of high-quality competency-based Montessori instruction and the educational requirements with respect to federal and state school regulations to all stakeholders. The curriculum must combine common core standards and the efficacy of the Montessori educational practices
* Ensures that Montessori best research-based practices are being instituted in the classrooms with consistency, coherence (across levels) and continuity within and across program levels
* With the head of school, establishes cohesive professional development goals and plans that meet the needs of the school community while being cognizant of current research
* Acts as a touchstone for faculty as they work with children and parents
* Assists in instructional staff recruitment and evaluation (uses DERS tools to observe, provide feedback and support teachers)
* With the head of school, leads the school to become an exemplary example of Montessori as reflected on the NCMPS Environmental Rating Scale
* Works closely with UD Montessori Teacher Residency to ensure the successful completion of their Montessori training program

**Leadership**

* With the head of school, leads teachers toward an actualization of the school’s mission and vision in the everyday life of the classroom and school
* With the head of school, leads and empowers teachers and associate teachers to plan and participate in curriculum-focused meetings and professional days to review, discuss, and create instructional experiences adhering to a Montessori focus and current research on best practices

**Support Service Integration**

* Works closely with the Special Education Coordinator to ensure that each child’s needs are being met. Supports teachers in the development of pans to assist children in self-regulation
* Assists in the development and evaluation of student programs and services. Coordinates with outside support services to develop an educational plan. This includes reading support, speech, guidance, school psychology services, and occupational therapies
* Monitors teacher use and interpretation of assessments to inform instructional practices to facilitate cognitive, social, and emotional growth of the students

**Administrative**

* Ensures that state requirements related to instructional practices (special education, assessment, reading) and testing are being met in all classrooms
* Ensures that the Delaware Teacher Growth and Support System is used to create growth plans with all lead teachers
* Acts on behalf of the Head of School in their absence
* Assists in the recruitment and retention of high-quality teachers to the school
* Facilities meetings between the whole school community and teacher teams
* Supervises the classroom ordering process

# 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.
* Eligible for or willing to obtain Delaware [Principal/Assistant Principal](https://regulations.delaware.gov/AdminCode/title14/1500/1591.shtml#TopOfPage) Certification
* 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.
* 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: **carla@metroconsultingservices.com.**

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
   * 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 is ongoing 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.