

Director of Pedagogy Job Description  
Reports to: Executive Director

Principal Duties:

- Know and comply with all DHS rule 3 licensing guidelines
- Implement policy changes and lead by example
- Implement procedures for meeting staff and caregiver needs
- Be present and visible at the school, addressing questions and concerns, and supporting teachers in their classroom.
- Attend and participate at all staff meetings, caregiver education nights, open houses, board meetings, and any additional meetings as requested
- Maintain all required certifications and professional development
- Actively participate meeting classroom and programming needs
- Other duties as needed

HUMAN RESOURCES

- Participates in hiring, onboarding, and supporting staff including Lead Guides, Assistants and Aides
- Works with Executive Director to oversee recruitment efforts for available staff positions
- Train and onboard all new employees in conjunction with Director

EDUCATIONAL LEADERSHIP

- Ongoing evaluation of Montessori programming
- Develop, implement and monitor the professional development plan for each staff member
- Special Education: Attends IEP and behavior plan meetings
- Plans caregiver education events with the support of Lead Guides
- Facilitates positive school climate and a strong professional learning community
- Encourages collaboration amongst staff and between classrooms
- Conduct caregiver tours ensuring Montessori pedagogy is primary focus
- Research and schedule professional development opportunities that directly supports the school's mission and goals.
- Contribute to summer program planning
- Plan and distribute monthly staff meeting agenda
- Facilitate meetings between classroom teams, Lead Guides, Assistants and Aftercare staff

*Equity and Inclusion*

- Work with Executive Director to monitor the school's progress towards creating antiracist, anti-bias goals

- Plan professional development for all Heartwood staff that builds their individual and team capacity to identify and interrupt systemic oppression

#### FACULTY SUPPORT

- Partners with the Executive Director on yearly classroom staff evaluations
- Offers staff support through problem solving, delegation, adaptive perspective and supportive feedback
- Provide regular observation and feedback to all staff
- Create a calendar for staff to observe other classroom environments
- Meet with all Lead Guides regularly
- Meet with individual Guides monthly
- Meets with the Executive Director weekly for communication and collaborative problem solving
- Facilitates healthy feedback, timely follow through and accountability for the school's pedagogical mission

#### Qualifications

##### *Education and Experience*

- Montessori diploma from either AMI or AMS
- Master's degree in education or a related field (preferred)
- Demonstrated successful Montessori Lead Guide teaching experience
- Demonstrated successful Montessori leadership experience
- Demonstrated experience with diversity, equity and inclusion work in schools

##### *Characteristics*

- Deeply committed to authentic Montessori education
- Expert-level knowledgeable of the Montessori philosophy, scope and sequence, and instructional method for students in the Toddler Community and Children's House.
- Committed to accountability for student growth and school performance
- Strong interpersonal and communication skills
- Strong commitment to collaboration
- Strong commitment to equity and antiracism work with students, staff and community

This is a part-time salaried exempt position.