



Educational Coordinator

Job Description

Job title	<i>Educational Coordinator</i>
Reports to	<i>Head of School</i>
Fair Labor Standards Status	<i>Exempt, Year Round</i>

Job purpose

Penfield Montessori Academy (PMA) is an innovative, independent urban Charter School with an inclusive Montessori framework. The Vision for (PMA), a K3-8th grade school includes: Lead with Love, Grow with Us, Better Together, Do What it Takes and Be Present.

The mission is to provide solid academic, social/emotional and health experiences for students of all abilities to be best prepared to enter high school. The pillars of the school include: Inclusive Montessori Education, Family Engagement and Health and Wellness.

PMA, established in 2016, is an inquiry and observation-based learning environment where students are guided with personalized instruction. PMA is chartered through the University of Wisconsin- Milwaukee. PMA is a membership nonprofit organization with one member, Penfield Children’s Center.

The Educational Coordinator will serve as a member of the Coordination Leadership Team, which includes a Community Engagement Coordinator, Student Support Coordinator, Programs Coordinator, and Special Education Coordinator under the direction of the Head of School. The Educational Coordinator will be responsible for supervising Montessori Guides and Assistant Teachers and facilitating the peer observation and coaching process. This position is responsible for developing and monitoring universal academic supports and interventions. The position will also be responsible for managing school assessments and data and using the data to create and lead school improvement plans.

Working relationships

- School Staff
- Families
- Volunteers
- Community professionals
- Children
- General public

Prime functions

Supervision of Montessori Guides and Assistants:

- Working with Human Resources recruit, interview, and select candidates for positions, complete appropriate on-boarding and address personnel issues that may arise
- Provide professional development opportunities based on individual and school needs
- Facilitate classroom and level meetings
- Lead performance review process
- Coordinate staff schedules to ensure appropriate classroom coverage
- Provide individual or classroom instruction, as needed

Collaborate as a Key Member of the Child Study Team

- Develop the infrastructure to implement high-quality academic supports and interventions
- Ensure fidelity in the implementation of Montessori and other evidence-based supports
- Monitor academic intervention success

Lead School Improvement Plan:

- Serve as school assessment coordinator
- Analyze data and determine annual goals
- Create strategies to meet literacy and math goals
- Monitor and support the implementation of strategies

Facilitate and Support Peer Observation and Coaching:

- Provide process structure and procedures for peer observations and coaching
- Problem solve to ensure process is supported
- Schedule classroom coverage to allow observation time

Qualifications

- Bachelor's degree in Education, Master's Degree Preferred
- Montessori Certification Preferred
- Valid Wisconsin Department of Public Instruction (DPI) License in Director of Instruction or Reading Specialist Preferred
- 5 years experience in Early Childhood/Middle Childhood
- Experience in a Supervisory Position Preferred
- Familiarity with Educator Effectiveness, DPI evaluation rubric preferred
- Must be willing to support teachers in an inclusive Montessori environment
- Must be able to model best practices for teachers who need assistance meeting the needs of all students which might involve teaching lessons on an as needed basis for teacher support and development
- Excellent organizational skills and attention to detail
- Experience in data analysis, preferred
- Proficient in Google Suite and ability to learn new programs, as needed
- Ability to lift/move objects of 50# or less on a daily basis
- Must have sufficient mobility to move – including bend, stoop, reach, lift and grasp.

Performance Criteria aligned with Vision

- Follow Penfield Montessori Academy's school-wide vision of excellence and high expectations for all students.
- Willingness to work hard and the flexibility to work through start-up challenges.