

# JOB DESCRIPTION

**Job Title** Coordinator Montessori  
**Reports to** Director Early Learning  
**Dept/School** Early Childhood Learning

**Job Title Code** 127020  
**Wage/Hour Status** Exempt  
**Pay Grade** 103  
**Date Revised** March 03, 2025

## Primary Purpose

Work directly with teachers and the school leadership team to improve and support Montessori classroom instruction by partnering with the Early Learning Director as well as curriculum and instruction staff to advance the overall Montessori program, including curriculum design, student assessments, campus implementation support, professional learning, and program management.

## Education/Certification

- Bachelors from an accredited college or university
- Valid Texas Teaching Certificate in Early Childhood, PK-3 or Elementary (preferred)
- Montessori Credentials from a MACTE-accredited training program (preferred)

## Special Knowledge/Skills

- Excellent instructional planning and professional learning facilitation skills
- Strong organizational, collaborative, and interpersonal skills
- Knowledge of approaches to observation, assessment, and data to inform continuous improvement
- Knowledge of Texas state curriculum standards

## Experience

- Three (3) years related experience

## Major Responsibilities and Duties

1. Guide the implementation of a coherent whole school approach to Montessori and Texas pedagogy.
2. Support the development of all curricular initiatives and ensure curricular alignment with state standards.
3. Apply knowledge of Montessori education philosophy to facilitate the learning process.
4. Partner with teachers and school leadership teams to improve instructional practice and fidelity of Montessori and Texas curriculum, multisensory materials, and adaptive furniture.
5. Work with principals and leadership teams to monitor the implementation of a comprehensive cycle of student assessment that monitors individual progress using a series of data collection tools.
6. Assist teachers in developing rigorous and relevant lessons and facilitate professional relationships among staff members with a focus on student learning.
7. Design and facilitate differentiated professional learning to support and improve instruction through job-embedded classroom observations, coaching and feedback, modeling, demonstration teaching.
8. Support the district's talent pipeline, including recruiting, screening, and mentoring and induction of Montessori instructional staff.
9. Collaborate with curriculum and instruction, special education, and connecting languages department staff.

## School/Organizational Climate

10. Attend and participate in Academic Services, department, and other cross-department meetings and committees, as required.
11. Display high visibility and effective communication skills on campuses to support, monitor, and observe curriculum delivery, instructional practices, and professional learning implementation.
12. Exemplify effective problem-solving methods that are customer-service oriented.
13. Utilize excellent oral and written communication and interpersonal skills.

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14. Display a strong ability to work independently as a self-starter with excellent time management skills.
15. Participate as an effective team member who contributes to District, department, team, and individual goals.

### **School/Organizational Climate**

16. Demonstrate success in supporting improvements in student learning as measured by local curriculum, and interim assessment results, and other district performance criteria.
17. Work in partnership with the Director of Early Learning, Assistant Superintendent of Specialized Learning, District departments, and other Academic Services staff to review and analyze multiple sources and types of educator and student data to identify educator learning needs for improved student performance, and to inform curricular, instructional, and professional learning decisions.
18. Recommend policies, guidelines, and practices addressing challenges impeding the initiation, implementation, or institutionalization of system-wide improvements.
19. Provide instructional support to meet developmental, culturally, and linguistically diverse student needs.

### **Administration and Fiscal/Facilities Management**

20. Assist in the examination of district resources, including Montessori materials and other resources to ensure the efficient and sufficient provision of curriculum and instruction services within a fiscally responsible budget.
21. Support department administrators to analyze the effectiveness of services and support/materials, including cost benefits and the bidding and procurement process.
22. Collaboratively conducts, with department administrators, annual needs assessments for the establishment of department priorities as well as planning, development, and administration of the department budgets, including personnel allocations.
23. Stay abreast of the legal requirements pertaining to area of responsibility.

### **School/Community Relations**

24. Promote a positive image of the district and maintain a positive working relationship with parents and the community.
25. Clearly articulate the district's vision, mission, instructional philosophy and framework, and curricular implementation strategies to the community and solicit support in realizing the district's mission.
26. Work with principals, central office staff, parents, and community members to resolve teaching and learning issues/challenges in a timely manner.
27. Employ collaborative decision-making and problem-solving processes.

### **Professional Growth and Development**

28. Establish ongoing professional growth goals to remain current in innovative and effective practices.
29. Identify new research in curriculum, instruction, and assessments to support decisions, and apply new knowledge and skills to improve Montessori programming, campus support, and District operations.
30. Actively participate in professional learning opportunities and ensures the dissemination of current educational research and effective practices to positively enhance teaching and learning.
31. Exhibit flexibility in performance of assigned duties.
32. Strive to manage and prioritize time wisely and effectively.
33. Seek, accept, and respond to coaching and feedback from supervisor, staff, and peers.

### **Supervisory Responsibilities**

None

### **Physical and Mental Job Requirements**

#### **Mental Demands/Physical Demands/Environmental Factors**

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- Maintain emotional control under stress. Frequent district travel and occasional out-of-district. Work with frequent interruptions; occasional prolonged and irregular hours, prolonged use of computer.

## Terms of Employment

226 days; salary to be established by Board of Trustees

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: \_\_\_\_\_  
Job Title: \_\_\_\_\_  
Date: \_\_\_\_\_

Approved: \_\_\_\_\_  
Job Title: \_\_\_\_\_  
Date: \_\_\_\_\_

My supervisor has reviewed this job description with me and has provided me with a copy.

Employee: \_\_\_\_\_  
Date: \_\_\_\_\_

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, at 230 -2031; Section 504 inquiries regarding students may be referred to 504 Coordinator at 230-2856.

El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, al 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas al oficial de 504 al, 230-2856.