



# Elm City Montessori School

## Director of Social-Emotional Learning

### Job Description

*Elm City Montessori School, launched in August 2014, is New Haven's first public Montessori school. We are seeking a Director of Social-Emotional Learning to support us in building a vibrant and healthy learning environment in our new and growing school. We will serve 170 children preK-3rd grade in the 2017-18 academic year and will grow to more than 300 students between the ages of 3 and 13 over the next ten years. New Haven, Connecticut is a thriving arts, cultural, and education hub, located in the center of a growing community of public Montessori schools.*

**About the Position:** This is a year-round, full-time position. As part of the leadership team, the Director of Social-Emotional Learning will guide the school's efforts to foster social-emotional learning & well-being for children, families and staff. This person reports to the Principal and supervises the school's Family Partnership Coordinator and Student Support Team.

**Required Qualifications:** Applicant must have a BA, a Master's in Social Work, Education, Special Education or a related field and a minimum of 5 years of professional experience in a school or early childhood program.

**Preferred Qualifications:** The ideal applicant is well-organized, positive, proactive, and motivated. S/he is familiar with the Montessori Method of education, has experience in early childhood, has strong communication skills, has coached and managed teams, and possesses a strong desire to involve families in their children's education. Bilingual (Spanish) is preferred.

#### **Key Components of the Position:**

- Further developing the school's approach to social-emotional learning and positive discipline
- Preventive work (culture, climate, parent education, staff training & coaching)
- Assessment and referral (children/families and staff)
- Direct service to students
- Crisis intervention

#### **Areas of Responsibility**

##### *Children*

- Observe children's fit in environment and work with Guides to make individual adjustments as needed
- Liaise with parents after introduced by Guide and/or Principal
- Develop action plans with staff when needed; monitor implementation; connect with parents regarding implementation as needed
- Keep Principal up to date on child/family interventions via collected data, logs, and monthly student support service summaries

##### *Parents*

- Coordinate with Principal to determine plans for parent counseling
- Responds to or directs parent requests to appropriate staff: forward or inform Guide, Principal, Family Partnership Coordinator
- Outreach (practical needs, emotional support, problem-solving): establish rapport with parents to support making a successful referral elsewhere, as needed
- Provide parent education: individual and ad hoc groups
- Keep Principal up to date on child/family interventions via logs and monthly Child/Family Service Summaries (as well as emails about parent contacts)

### *Staff*

- Consult with staff regarding individual children; attend Focused Support Process (FSP) meetings
- Support in developing culture/environment in ways that reduce stress, e.g.: visual schedules, visual safety rules, visual modeling of desired behaviors (pictures of doing the right thing)
- Provide support regarding personal stress, in the moment and time-managed
- Supervise and coach Family Partnership Coordinator and Student Support Team
- Coach staff on implementation of social-emotional learning and discipline strategies; provide professional development support when prescribed
- Create and support school wide communication, intervention, and data collection processes to support children and families
- Coordinate all-staff professional development on social-emotional learning and trauma-informed teaching

### *Climate/Safety*

- Participate in staff development regarding safety protocols (preventive mental health)
- Collaborate with Principal, Student Support Leader and Montessori Coach regarding programmatic elements and stress
- Lead the implementation of RULER; develop and implement the school's approach to positive discipline

### *Community*

- Oversee collaboration with other agencies regarding children/families
- Participate in outreach events
- Represent the school at meetings, events, conferences focused on social-emotional learning

### *School Culture*

Work with the leadership team to develop a school environment that reflects:

- Validation without empowering inappropriate behaviors
- Diversity awareness and cultural competence
- Trauma-informed environment
- Interpersonal problem-solving
- Emotional regulation

### **Compensation**

Competitive salary, commensurate with experience, and comprehensive benefits package

### **To Apply**

Please send resume and cover letter to [info@elmcitymontessori.org](mailto:info@elmcitymontessori.org).