



Elm City Montessori School Student Support Leader Job Description

Elm City Montessori School, launched in August 2014, is New Haven's first public Montessori school. We are seeking a Student Support Leader 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, Student Support Leader will be responsible for planning, delivering and evaluating appropriate individualized education services, programs, and instruction for students. This person reports to the Principal and coordinates with Guides, Montessori Coach, and the Director of Social Emotional Learning.

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:

- Planning and managing individualized learning plans for students
- Coordinating with leadership, staff, and parents to support students
- Providing relevant professional development
- Monitoring and assessing interventions and supports for academics and behavior

Areas of Responsibility

Children

- Identify needs of referred students through formal and informal assessments
- Review referral data, history and assessments to develop appropriate goals and objectives for students
- Plan, develop and implement IEP/504 and Behavioral Intervention Plans for students
- Plan and implement academic and behavioral instruction based on goals and objectives
- Modify and adapt curriculum and program to meet the requirements of special needs students
- Monitor, evaluate and document students' progress using appropriate assessments and measures
- Maintain accurate records in accordance with State and District regulations and legal requirements
- Share progress reports and evaluations about students with staff, parents, and leadership team

Parents

- Maintain regular communication with parents, email, phone, meetings, and progress reports
- Partner with parents in understanding and supporting educational supports and objectives
- Document communication and planning with parents and share with leadership team

Staff

- Support Guides and Assistants in understanding individualized education plans and objectives
- Systematically gather information, observation, and data from Guides, Montessori Coach and Director of Social Emotional Learning
- Coordinate with Guides, Montessori Coach and Director of Social Emotional Learning to plan, develop and implement IEP/504 and Behavioral Intervention Plans
- Monitor, evaluate and support Guides and Assistants in implementation of individualized educational plans
- Plan professional learning for staff based on need

Climate/Safety

- Support classroom management and school policies to create a safe and focused learning environment
- Collaborate with Principal and Director of Social Emotional Learning to support individual students and school environment
- Support the implementation of RULER

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

Compensation

Competitive salary, commensurate with experience, and comprehensive benefits package

To Apply

Please send resume and cover letter to info@elmcitymontessori.org.