

## City Garden Montessori School

### Assistant School Principal

As City Garden embarks on our expansion plan, we're seeking to hire an Assistant Principal for the start of our 2021-22 school year (July 1, 2021).

The Assistant Principal will have the responsibility for supporting, implementing, and evaluating educational activities, while maintaining a positive, trustworthy, and respectful climate that has consistent expectations for all. The Assistant Principal will build on a student-centered environment which fosters relationships and promotes continual growth for students and staff.

The Assistant Principal will report to the School Principal, and in collaboration with City Garden Montessori's leadership team, will implement the school's mission and vision.

#### The ideal Assistant Principal candidate will...

- Be an experienced elementary-level Assistant Principal
- Have a deep understanding of Montessori philosophy, or are willing to commit to training in Montessori methodology
- Be deeply committed to whole-child education, having proven success and outcomes in meeting children's needs holistically and achieving high academic outcomes for children of all backgrounds
- Have a strong grounding in anti-bias education and antiracist values and principles, and is excited to be part of a school that is reimagining education through these lenses
- Be excited to engage deeply with students, teachers, staff and families as partners
- Have an ability to meet people where they are, build and nurture a strong team, collaborate across stakeholders, and build community
- Have a track record of success around closing racial achievement/ opportunity gaps
- Have a sense of egolessness, be open to constant feedback, and will always place children at the center of decisions and actions

#### Responsibilities

- Assists the School Principal in promoting on-going, two-way communications with relevant audiences (i.e., students, staff, parents, community residents) to enhance the educational program provided by the school
- Promote positive community, parent, and staff relations that promote active engagement and are reflective of City Garden's Anti-Bias, Anti-Racism (ABAR) commitment
- Assists the School Principal in the design and implementation of programs to meet the specific needs of the school and its students

- Embrace and model the mission and vision for learning and instruction at City Garden Montessori School, grounded in the Montessori Theory of Development
- Support City Garden’s guides (teachers) through their professional development
- Promote a school climate that recognizes and supports the unique value of all members (students, teachers, staff, parents, community)
- Display knowledge about curriculum and research-based programs that help children achieve at high levels
- Assists the School Principal in the overall administration of the school to:
  - Supervise operations and personnel at school level
  - Oversee guides (teachers) and staff in school
  - Serve as principal in the absence of the school principal
- Observe, support, and conduct informal and formal observations and evaluations of teaching to promote continuous learning and improvement of professional practice by teaming with teachers to enhance their instructional expertise
- Maintain adequate records for the school, including staff and student records
- Abide by Missouri School laws and regulations, Federal and state laws and regulations governing educational and civil rights of students and others, Child Protective Services Act, the policies of the MO Department of Education, and the policies of City Garden Montessori School
- Assist in the development, implementation, and communication of policies related to school culture, behavior support and attendance

## Qualifications

*Candidates must meet the following requirements:*

- Master’s Degree in Education
- Certified in Elementary Education
- 2 + years of experience as an Assistant Principal, as an administrator, in school leadership or management capacity at the Elementary level
- Minimum of 5 years of successful teaching, with a record of successfully impacting student achievement, ideally teaching and/or leading in a Montessori school
- Missouri DESE certification as a school district administrator (or comparable experience)
- Demonstrated success working with a diverse student population
- Expertise in the areas of instructional and curriculum leadership with evidence of improving learning outcomes for students
- Deeply grounded in racial equity and have strong alignment with anti-bias, anti-racism values, and be able to lead from this place
- Strong collaborative leadership skills and the ability to make the tough decisions with limited information
- Exceptional written and verbal communication skills
- An aptitude for creating a thoughtful and inspiring team culture

- Be an advocate for a school culture and instruction conducive to student learning and staff professional growth

*In order to fulfill these responsibilities, the ideal candidate will also possess:*

- Montessori training and experience. Previous experience teaching and/or leading in a Montessori school is preferred.
- Extensive understanding of Common Core State Standards
- Experience in instructional practices and curriculum development/alignment
- Demonstrated success as a leader with strong instructional insight, and demonstrable evidence of closing racial achievement gaps
- Ability to understand and analyze data to draw out big themes
- Being child-centered, flexible, and willing to do whatever it takes for our students
- Have a growth mindset and commit to proactive, self-directed continuous learning
- Express humility, vulnerability, and willingness to speak and hear candid feedback

## Environment

### *Working Conditions*

Majority of work performed in a general office environment. Position requires availability for extended hours plus non-traditional hours required to perform job duties. Also requires participation and attendance at organization sponsored events and meetings.

### *Physical Demands*

Nature of work requires an ability to operate standard business office equipment. Requires ability to communicate and exchange information, collect, compile and prepare work documents, set-up and maintain work files. Physical demands include the ability to stand, bend, reach high and low, stoop, and walk around the facilities 60% of the day. In addition, candidates must be able to lift/push/pull 15 to 20 lbs. for short periods of time, and walk up and down stairs several times a day.

*City Garden Montessori School is an equal opportunity employer and an organization that values diversity, equity and inclusion. Recruiting staff to create an inclusive organization is a priority, and we encourage applicants from all cultures, races, ethnicities, religions, sexes, national or regional origins, ages, disability status, sexual orientations, gender identities, military or veteran status, or other statuses protected by law. All candidates are evaluated solely on their qualifications to perform the work required.*