



Longview Independent School District

JOB DESCRIPTION MONTESSORI SPECIALIST

JOB TITLE:	Montessori Specialist	WAGE/HOUR STATUS:	Exempt
REPORTS TO:	Director	TERMS:	187 Days
DEPARTMENT:	East Texas Montessori Prep Academy	PAY GRADE:	Teacher Pay Scale

PRIMARY PURPOSE:

To coordinate the Montessori methodology and implementation of the Montessori program at Longview ISD.

QUALIFICATIONS:

Minimum Education/Certification:

Bachelor's degree from accredited college or university; Montessori Certification

Valid Texas teaching certificate with required endorsements for subject and level assigned and success in teaching TEKS strategies

Special Knowledge/Skills:

- Knowledge of curriculum and technology used in the instructional setting
- Ability to develop and deliver math staff development
- Strong organizational, communications, and interpersonal skills

Minimum Experience:

Two to five years of successful teaching in a Montessori setting

MAJOR RESPONSIBILITIES AND DUTIES:

1. Implement and monitor activities at campus
2. Coordinate Montessori teacher training program
3. Order, maintain, and inventory all Montessori materials
4. Collect data for the Montessori program evaluation



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MAJOR RESPONSIBILITIES AND DUTIES: (continued)

5. Serve as coach and mentor for teachers implementing the Montessori curriculum
6. Attend Montessori training sessions and conferences/workshops as required
7. Provide Montessori staff development as needed
8. Coordinate with other members of the staff in planning sequential integration of instructional goals and objectives of the Montessori program and academic curriculum
9. Comply with district policies, as well as state and federal laws and regulations
10. Adhere to the district's safety policies and procedures
11. Maintain confidentiality in the conduct of district business
12. Must be able to perform the essential functions of walking and interacting with students and/or district employees in the specific work site assigned (classroom or office setting)
13. Demonstrate regular and prompt attendance
14. Other duties as assigned

SUPERVISORY RESPONSIBILITIES:

Not applicable

EQUIPMENT USED:

Copier, personal computer and appropriate software, typewriter, printer, calculator, fax machine and audio-visual equipment

WORKING CONDITIONS:

Mental Demands:

Reading, ability to communicate effectively (verbal and written); maintain emotional control under stress; coordinate district-wide curriculum functions; interpret policy, procedures, and data



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WORKING CONDITIONS: (continued)

Physical Demands/Environmental Factors:

Frequent standing, walking, stooping, bending, kneeling, pulling, pushing, lifting, carrying; moving small stacks of textbooks, media equipment, desks, and other classroom equipment; repetitive hand motions; prolonged use of computer terminal possible; occasional district-wide travel; occasional state-wide travel; frequent prolonged and irregular hours; possible biological exposure to bacteria and communicable diseases; specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus.

EVALUATION:

Performance of this job will be evaluated annually in accordance with provisions of the board's policy of evaluation of administrative personnel.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required. This job description is not an employment agreement or contract. The administration has the exclusive right to alter this job description at any time without notice.

Printed Name: _____

Signature: _____ Date: _____

ESTABLISHED/REVISED: June, 2017