



# Longview Independent School District

## JOB DESCRIPTION

### MAGNET MONTESSORI SPECIALIST

<b>JOB TITLE:</b>	Magnet Montessori Specialist	<b>WAGE/HOUR STATUS:</b>	Exempt
<b>REPORTS TO:</b>	Director, Montessori Program	<b>TERMS:</b>	203 Days
<b>DEPARTMENT:</b>	East Texas Montessori Prep Academy	<b>PAY GRADE:</b>	Teacher Pay Scale (Grant Funded)

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#### PRIMARY PURPOSE:

To provide coordination and support to the district's Magnet program for Montessori Method learning; to help with the implementation and methodology of the Montessori program at Longview ISD

#### QUALIFICATIONS:

##### Education/Certification:

Master's degree from an accredited college or university  
Montessori certification  
Valid Texas Mid-management, principal or supervisor certificate  
Valid Texas teaching certification for the subject and level assigned

##### Special Knowledge/Skills:

- Knowledge of the Montessori Method of learning and instruction
- Excellent communication skills
- Proven ability to work with teachers and other educators in a collaborative manner in order to meet goals and objectives
- Knowledge of successful instructional strategies for the assignment

##### Experience:

Two to five years of successful teaching in a Montessori setting  
Two to three years of administrative experience preferred

#### MAJOR RESPONSIBILITIES AND DUTIES:

1. Serve as a coach and mentor for teachers implementing the Montessori curriculum
2. Coordinate and provide Montessori professional development to teachers and other staff members as needed





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### **MAJOR RESPONSIBILITIES AND DUTIES: (continued)**

3. Collect and report necessary data for program evaluation and state and federal reports, including magnet grant reporting
4. Participate in meetings of magnet staff, as required
5. Order, maintain and inventory all Montessori materials
6. Attend Montessori training sessions and conferences/workshops as required
7. Assist with the development of the planning and implementation of the sequential integration of instructional goals and objectives of the district's Montessori program and academic curriculum
8. Provide recommendations to district and campus leadership, as necessary, on how to improve Montessori instruction and integration into the curriculum
9. Expose Montessori program to other staff, students, parents, and school community to develop students into global graduates
10. Assist in the development and implementation of Montessori presentations and special events/activities for a variety of audiences
11. Shares Montessori activities with public and community relations personnel for sharing on public and social media platforms
12. Comply with district policies, as well as state and federal laws and regulations
13. Adhere to the district's safety policies and procedures
14. Maintain confidentiality in the conduct of district business
15. 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)
16. Demonstrate regular and prompt attendance
17. Other duties as assigned





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#### SUPERVISORY RESPONSIBILITIES:

Teachers and instructional aide(s) as required

#### 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

##### 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; frequent light lifting and carrying (15 pounds); occasional moderate lifting and carrying (15-44 pounds).

#### EVALUATION:

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

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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, 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, 2019