



Assistant Director of Elementary Education 2021 - 2022

DESCRIPTION:

Kingsley seeks a dynamic, collaborative, forward-thinking administrator who is looking to contribute to a unique elementary program informed by Montessori and progressive curriculum, pedagogy, and principles. The Assistant Director of Elementary (ADOE) reports directly to the Director of Elementary (DOE). The ADOE is responsible for assisting with the day to day management and supervision of elementary operations, teachers, and students. The ADOE attends regular meetings held by the Elementary Director for purposes of improving the educational experience of students and families at Kingsley. The ADOE will also teach one class and assume the responsibilities inherent with that role.

Specific duties and responsibilities:

- Assists the DOE and Elementary faculty to preserve, develop, and fulfill the philosophy and objectives of the school.
- Assists the DOE in the creation of a climate in which faculty, staff, and students are able to fully achieve the school's mission.
- Oversees and provides support and communication for students, teachers, and families in response to challenging students behaviors.
- Manage teacher absences and arrange for coverage of classes as needed.
- Assists the DOE in reading and editing winter and spring Progress Report narratives.
- Supervise and coordinate the planning and execution of all field trips.
- Assists DOE in creating agendas and facilitating faculty and team meetings.
- Teach one class and assume all responsibilities of a lead teacher including grading, planning, and report writing.
- Acts as Director of Elementary Education in DOE's absence.

ABOUT US:

The Kingsley Montessori School's mission is to engage the mind, hands, and heart of each child to nurture resilient explorers, confident learners, and empathetic citizens.

Located in the heart of Boston's Back Bay, Kingsley is an independent day school guided by a unique blend of Montessori philosophy and innovative programming. Kingsley offers an educational program tailored to the talents, curiosity, and growth of each student. We are committed to the health of our students and have put in place rigorous safety measures to operate in person. Our progressive, inquiry-based programs cultivate students' social and academic development and prepare them to advance successfully to top public and independent middle schools. Our program's commitment to knowing every child and to partnering with parents propels students to access their potential.

QUALIFICATIONS:

- BA/BS degree required and MA degree in education preferred
- Minimum of five years teaching experience with some administrative responsibilities preferred
- Experience with a variety of instructional methods and multi-age learning environments
- Ability to work collaboratively with faculty to enhance curriculum and community
- Commitment to meeting the needs of each child

- Possesses strong leadership skills to effectively problem-solve, guide, and coach staff in best practices, and supports a school climate which promotes effective teaching and learning for all students.
- Commitment to professional growth and best practices in education
- Familiarity with and/or an interest in learning more about Montessori pedagogy (American Montessori Society/Association Montessori Internationale teaching credentials are a plus but are not required)

BENEFITS:

- Competitive, independent school salaries
- 403b plan
- Comprehensive Health, Dental, Vision and Life Insurance Coverage
- Flexible Spending Account offered to all employees (FSA)
- Extensive, professional development opportunities, including Montessori training
- Qualified transportation program
- Tuition reimbursement for eligible employees seeking Montessori certification
- Kingsley tuition remission of up to 50% for eligible children of full-time employees

Kingsley Montessori School values and celebrates diversity because it makes us a better employer, builds a stronger school community, develops a sense of collaboration, and encourages mutual respect and broader thinking. We are an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, gender identity, sexual orientation, pregnancy, and pregnancy-related conditions, or any other characteristic protected by law.

TO APPLY, CANDIDATES SHOULD SEND THE FOLLOWING INFORMATION* BY EMAIL:

- A cover letter describing your interest in the position with an overview of your background and experience with children and education
- A current resume

APPLICATIONS SHOULD BE SENT TO:

Hilary Gillcrist, Associate Director of Operations & Senior Administrative Assistant
— working@kingsley.org

***Electronic file names must be in the following format:**

- FirstName LastName CoverLetter Year
- FirstName LastName Resume Year