



MONTESSORI IN REDLANDS ELEMENTARY LEVEL COORDINATOR

The Elementary Level Coordinator reports to the Head of School. The Elementary Level Coordinator communicates and collaborates regularly with the Toddler/Primary Level Coordinator to address cross-level issues. The Elementary Level Coordinator assists the Head in all areas related to the quality of the educational program for the lower elementary and upper elementary programs.

THE COMPONENTS OF THE PROGRAM FUNCTION INCLUDE:

- Overseeing all areas of the program and curriculum, including reviewing individual teacher's progress, maintenance of records, and conference progress reports.
- Coordinating annual parent education programs with teachers, the Head of School, and the Primary/Toddler Level Coordinator.
- Planning and implementing meetings throughout the year to develop a relationship with elementary families, including Elementary Orientation and Coffee, Tea, & M.E., field trip/going out chaperone training, and formal and informal parent education regarding the culture of the Elementary level.
- Providing support/training to teachers regarding individual students' needs, individual teacher classroom issues, and general instructional approaches, as well as formal and informal "in-service."
- Engaging in on-going classroom observations and visitations to remain familiar with the work in each classroom.
- Assisting with maintaining the safety, health, and well-being of all students.
- Working to promote harmonious and constructive relationships among students, faculty, staff, and families.
- Assisting with creating and maintaining an aesthetically attractive campus environment.
- Ensuring that classrooms are adequately equipped with Montessori materials.
- Assists in the planning and implementing of summer programs.
- Coordinating field trips among the different Elementary classes and the Primary and Toddler levels.
- Supervising the elementary before- and after-school childcare and extracurricular programs.

THE COMPONENTS OF THE PERSONNEL FUNCTION INCLUDE:

- Participation in the recruitment, interview, and selection processes regarding the hiring of elementary personnel (faculty, staff, and specialists) by the Head of School.
- Making recommendations to the Head on matters relating to contract renewal of elementary personnel.
- Working and meeting with the elementary faculty and staff on development and renewal, to include goal setting, and professional development.

- Planning and implementing new employee orientation along with the Head and Primary/Toddler Level Coordinator.
- Providing aid, support, and guidance to faculty and staff as necessary.
- Scheduling and facilitating elementary level meetings and the elementary assistant meetings. Provide brief minutes to the Head of School for all facilitated meetings.
- Mentoring guides with the refinement of techniques and implementation of the Montessori approach in the classroom environments and the school at large.
- Meeting with teachers throughout the year to discuss observations and other important issues.
- Planning and facilitating the transition of children moving up from primary to lower elementary, and from lower elementary to upper elementary.
- Fostering and developing a sense of community and cooperation among the elementary faculty, staff and specialists.
- Participating in parent conferences or special conferences as necessary. Prepare brief summaries of those conferences for the parties involved and the Head of School.
- Monitoring faculty and staff attendance, punctuality, professionalism, and adherence to employment policies and procedures.
- Providing written and signed documentation of important or critical meetings or happenings involving faculty or staff members.

THE COMPONENTS OF THE ADMINISTRATIVE FUNCTION INCLUDE:

- Assisting with setting the annual calendar.
- Acting as a liaison between the teachers and specialists – P.E., Yoga, Spanish, and Student Services. Develop specialty schedules in cooperation with the teachers, Primary/Toddler Level Coordinator, and Head of School.
- Providing assistance to the admission process at the elementary level by meeting with prospective parents and directing student placement for the elementary program, and addressing strategies to diminish student attrition and increase retention.
- Observing students on a regular basis to assist in determining readiness for movement to the next level.
- Observing students who have been identified by teachers as having difficulties.
- Providing literature or other opportunities for professional development.
- Discussing issues of attendance and tardies with parents when it becomes an issue for a teacher.
- Coordinating the Measures of Academic Progress (MAP) testing for the elementary level.
- Teaching special lessons as time permits.
- Offering instructional guidance to individual children or small groups of children as requested by classroom guides and as time permits.
- Planning and overseeing classroom and department expenditures.
- Approving of any elementary faculty or staff professional development spending.
- Reviewing and making recommendations to the Head of School for department level budgets and expenditures.