



Bluffview Montessori

Adopted: DRAFT for 5.19.22 BOD meeting

Position

Erdkinder Coordinator

Fair Labor Standards Act Status

Exempt: \$3100 Stipend

Position Overview

The Erdkinder Coordinator works collaboratively with the Head of School, Assistant Head of School, and all staff that directly works with the Erdkinder students. The role of this position is to oversee and ensure the maintaining of a developmentally appropriate and holistically integrated Erdkinder team plan to ensure the efficient and effective education of all Erdkinder students, aligned with the Bluffview Mission and Vision.

Licensure and Certification Requirements

- Employed by BMS as an appropriately licensed Erdkinder teacher or administrator

Education and Experience Preferences

- MA/MS from an accredited university preferred
- Ability to obtain an AMI, AMS or NCME certification
- Demonstrated continued professional development through coursework, research, peer collaboration and/or job-embedded staff development
- Leadership experience preferred

Essential Functions

- Maintain a working knowledge of and implement Minnesota State Standards, adolescent Montessori philosophy and pedagogy, classroom management techniques, current researched best practices and strategies, as well as students' learning styles and needs, both academic and affective
- Collaborate with peers to develop, plan and implement best practices based on the needs/abilities of the students
- Maintain an outward facing presence that conveys a welcome attitude, adaptability to change, and a desire to engage in continuous improvement
- Assess Erdkinder students' developmental, cognitive, and social needs
- Ensure the creation and implementation of developmentally appropriate instruction to meet those needs



Bluffview Montessori

- Collaborate and communicate regularly with families in making educational decisions while effectively utilizing family and community resources to support learning
- Uphold the Vision, Mission, and Core Values of Bluffview Montessori
- Assess own instructional effectiveness through the Professional Development Process
- Participate in all required staff, team, and individual professional development while working to support school goals
- Perform other duties as assigned by supervisor/administration

Duties and Responsibilities

- Organize and manage effective and clear procedures for the operation and functioning of the Erdkinder program consistent with the philosophy, mission, values and goals for the school
- Lead a planning process to ensure the development, implementation, and evaluation of Erdkinder programs and activities
- Supervise curriculum and program development, and in the selection of materials and equipment to support instruction
- Provide program guidance to effectively link the second and third planes of development (E2-Erdkinder), in addition to “bridging” past Montessori experience and more traditional learning styles in preparation for high school
- Oversee the preparation and maintenance of the Erdkinder learning environment.
- Schedule and facilitate weekly PLC team meetings, and individual team member meetings as needed (not to be less frequent than quarterly)
- Organize and maintain a public relations system for the Erdkinder program that consistently celebrates and informs parents and the community of the accomplishments of the students and staff
- Serve as the main contact for parents and staff for the purposes of curriculum, scheduling, general concerns or questions
- Serve as point of contact between Erdkinder team and administration, communicating regularly about the needs, successes and general operation of the Erdkinder program.
- Present staff and parent education opportunities related to adolescent development, Bluffview programming, and/or other topics of interest as deemed appropriate
- Represent the program at school and community meetings as requested/necessary
- Serve as the designated Bluffview representative on the executive board of the Winona Friendship Association (Not necessary if another staff person volunteers for this role.)
- Be active in preparing and presenting at parent meetings, faculty meetings, and professional in-service events



Bluffview Montessori

- Abide by procedures, policies, handbooks, responsibilities, and expectations set forth by the school board and administration

Knowledge, Skills and Abilities

- Comprehend and follow instructions
- Perform repetitive tasks
- Maintain work pace and accuracy
- Synthesize and analyze complex data
- Perform work activities requiring negotiating, explaining or persuading skills
- Communicate effectively with students, parents and colleagues
- Plan, direct, manage, evaluate, and supervise others
- Proficiency in areas of media, technology, and current software applications

Physical Demands:

| Activity | Frequency |
|--------------------------------------|------------------------|
| Grasping/handling | Constantly (80%-100%) |
| Reaching Forward | Frequently (55%-79%) |
| Reaching Overhead | Occasionally (10%-29%) |
| Speaking and Listening | Constantly (80%-100%) |
| Sit at table/on floor | Frequently (55%-79%) |
| Crouch, stoop, climb, balance or run | Periodically (30%-54%) |
| Stand, walk | Frequently (55%-79%) |
| Lift/carry up to 10 lbs | Periodically (30%-54%) |
| Lift/carry up to 50 lbs | Seldom (1%-9%) |
| View computer monitor/media | Periodically (30%-54%) |
| Exposure to seasonal weather | Occasionally (10%-29%) |

Special Requirements



Bluffview Montessori

Final appointment to this position will be contingent upon passing a criminal background check.

Equal Opportunity Employment

Bluffview Montessori School is an equal opportunity employer and is committed to an inclusive workplace environment.

Additional Employment Statement

This job description is not an employment agreement or contract. Administration and the Board of Directors have the exclusive right to alter this job description. The statements contained herein reflect general details as necessary to describe the primary functions of this job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise balance the workload.

Signature

Date