Adopted: DRAFT for 5.19.22 BOD meeting

Position
Title/ADSIS Coordinator

Fair Labor Standards Act Status
Exempt: $2000 Stipend

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

Licensure and Certification Requirements
● Employed by Bluffview as an appropriately licensed teacher or administrator

Education and Experience Preferences
● MA/MS from an accredited university preferred
● Demonstrated continued professional development through coursework, research, peer collaboration and/or job-embedded staff development
● Experience with RTI/MTSS frameworks and special education preferred
● Leadership experience preferred

Essential Functions
● Maintain a working knowledge of and implement Minnesota State Standards, basic 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 students
● Maintain an outward facing presence that conveys a welcome attitude, adaptability to change, and a desire to engage in continuous improvement
● Aid in assessing appropriate students' developmental, cognitive, and social needs
● Ensure the creation and implementation of developmentally appropriate instruction to meet those needs, including vetting research based curriculum as required.

- 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 Title/ADSIS programming consistent with the philosophy, mission, values and goals for the school
- Lead a planning process to ensure the development, implementation, and evaluation of Title/ADSIS programs and activities
- Oversee Title/ADSIS curriculum and program development, and in the selection of materials and equipment to support instruction
- Complete and oversee paperwork associated with each program (applications, midyear reports, service hour spreadsheet, end of year report, budget, permission slips, compacts and stakeholder surveys)
- Assist in setting up and monitoring FastBridge Benchmark testing and MCA testing. (Monitoring and make up testing)
- Attend the fall and spring conference.
- 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 Title/ADSIS programs 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 the Title/ADSIS team and administration, communicating regularly about the needs, successes and general operation of the Title/ADSISr program.
- Present staff and parent education opportunities related to Title/ADSIS as required or deemed appropriate
- Represent the program at school and community meetings as requested/necessary
- Be active in preparing and presenting at parent meetings, faculty meetings, and professional in-service events

- 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

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.

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Signature   Date