



**JOB TITLE:** MSAP Grant Montessori Curriculum Specialist

**REPORTS TO:** Director, Magnet and Choice Programs

**SALARY:** Based on State and Local Salary Schedules (Teacher)

**STATUS:** Grant-funded (scheduled end date of 9/30/2029), 100%, 12 months, Certified

**POSITION SUMMARY:** The MSAP Grant Curriculum Specialist supports the implementation of the Durham Public Schools (DPS) Magnet Schools Assistance (MSAP) grant. The Montessori Curriculum Specialist is responsible for designing and implementing effective educational programs that meet the needs of students, teachers, and schools, and meet high standards of excellence. **This position is scheduled to end by September 30, 2029 and is dependent on grant funding.**

**RESPONSIBILITIES & DUTIES:**

1. Develop and implement comprehensive curriculum plans that align with local, state, and national standards and high-fidelity Montessori practices.
2. Conduct ongoing assessments of student learning and school's Montessori practices, and use data to make data-driven decisions.
3. Collaborate with teachers and other educators to provide support and professional development opportunities.
4. Identify and prioritize areas for improvement and work with stakeholders to implement changes.
5. Stay up-to-date with current research and best practices in Montessori practices, curriculum development, and instruction.
6. Works directly with principals, school-based magnet coordinators, and other staff members to support schools.
7. Provides instructional coaching, mentoring, and professional development for Montessori educators.
8. Prepares and presents information for various stakeholders regarding Montessori philosophy and practices in a public school setting and specific data from grant funded work in Durham Public Schools.

9. Performs various tasks, duties, and projects as determined by the Director of Magnet and School Choice, Assistant Superintendent of Specialized Services, or the Deputy Superintendent of Academic Services.

**MINIMUM EDUCATION, EXPERIENCE AND REQUIREMENTS:**

1. Bachelor's degree in education, psychology, child development, or related field;
2. Five years of experience in education including work in a Montessori setting. Montessori certification strongly preferred.
3. Experience with curriculum development, alignment, instructional planning, instructional coaching, and development of pacing guides.
4. Strong working knowledge of NC academic standards and Standard Course of Study at multiple grade levels.
5. (Preferred) Experience with planning and delivering professional development to adult learners.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

1. Ability to collaborate with administrators, teachers, and stakeholders at the district and state level
2. Demonstrated teaching and planning ability
3. Experience with instructional design and assessment development.
4. Knowledge of state and federal educational standards.
5. Deep knowledge and understanding of the Montessori philosophy
6. Ability to manage multiple projects and deadlines.
7. Highly developed presentation skills
8. Knowledge of culturally responsive strategies to support the identification and academic growth of all students
5. Ability to analyze and present data to varied stakeholders
6. Ability to communicate effectively; possess excellent oral and written communication skills (grammar, spelling, etc)
7. Ability to perform at a high level, as a team player, in a team environment
8. Strong organizational and problem-solving skills
9. Ability to prioritize and manage multiple tasks in a fast-paced environment
10. Ability to work independently and efficiently, including the ability to research and gather information from varied sources

