

Job Description: Director of Educator Preparation

Arete Memphis Public Montessori Residency, an initiative of Libertas School of Memphis

Background

Libertas is a public charter school serving six weeks through 5th grade (expanding to middle school starting in 2024) a high-need neighborhood in Memphis. *Our mission is to be a school for human flourishing: cultivating minds, hands, and hearts for lives of wonder, work, and love.* We offer students from infant/toddler through fifth grade a rich, rigorous, and personalized education through Montessori learning, supported with liberal arts content through Core Knowledge, and an attachment village of supports between school, families, and our community. Libertas has consistently demonstrated among the highest academic growth in the Frayser neighborhood and among charter schools across Tennessee.

Seeing a need for high quality, accessible, Montessori training focused on public schools, in 2020/21 Libertas created **Arete Memphis Public Montessori Residency**, a dual-credential teacher training and apprenticeship program offering a nationally-accredited (MACTE, Montessori Accreditation Council for Teacher Education) diploma with a Tennessee state teaching license, at the Early Childhood/PreK-3 and Elementary /K-5 levels. Arete trains teachers for several Montessori schools across the Mid-South (e.g. Memphis, Jackson, Nashville, Chattanooga, Atlanta, Louisville). Over 5 years, Arete is doubling the diversity and tripling the number of teachers qualified to offer public Montessori learning in the mid-South. Note: the current director can support training and transition of the new hire in spring/summer 2024.

Role Summary: Lead a team of instructors/content experts, and support staff to implement and continuously improve our teacher preparation program, meeting requirements of MACTE and the TN Department of Education. Recruit and engage partner schools that sponsor teacher participants; oversee resident progress through the program, including final credential & licensure process.

Role Information

- *Year-round role, full- OR part-time.* a custom daily schedule, including some off-site work, may be available depending on candidate qualifications, availability, and other project team members' capacity (in which case certain key duties may be reapportioned). However, note that significant time is required in the summer.
- Reports to: Executive Director
- Supervise: part-time and contracted instructors, consultants, level director(s); residents/apprentices
- Key relationships: steering committee; MACTE; TN Dept. of Education; partner school leaders; Libertas external relations, operations, finance and HR staff

Measures of Success

- Successfully maintain full accreditation from MACTE and TN Department of Education for all program levels and types; obtain new special education license component by 2025
- Plan and ensure effective launch of annual cohorts, including but not limited to details such as staffing, space, schedule, etc
- Cultivate, retain and expand 1-2 additional partner schools in 2024 (Nashville charter and/or district school; possible TN/MS/AR public or independent school)
- Ensure budgeted enrollment of training cohort; increase enrollment of GYO apprentices
- 85% resident on-time completion rate, including 85% pass rate on licensure exams
- 85% satisfaction among stakeholders (residents, program staff, partner school leaders)
- With partner school leaders, expand diversity of pipeline to at least 40% of candidates
- Manage a balanced budget; clarify sustainable budget model for future cohorts
- Plan with school team to re-evaluate Elementary 2 program

- Satisfactory performance evaluations

Key responsibilities

- Catalyze and oversee the ongoing development, implementation, and evaluation of educator preparation program, including course syllabi, calendars/schedules, assignments, evaluation rubrics/assessment plans, community of practice, and learning environments.
- Understand and ensure continued alignment with MACTE and TDE *accreditation requirements*. Stay abreast of policy changes, adapt program implementation as necessary.
- Organize and periodically convene a *steering committee*, including MACTE-eligible level directors and other designated school/program leaders, to provide expert input and, where appropriate, decision making on key program design decisions
- Understand and implement state *teacher licensure requirements*, including ensuring successful Resident completion of relevant exams, and manage licensure applications
- Manage *Registered Apprenticeship program*, including state & federal reporting, grant applications and management, and overseeing apprentice experience
- Engage in a transparent and collaborative cycle of *continuous improvement* through comprehensive data collection and evaluation systems
- Manage *budget*, including making business planning recommendations to the ED
- Recruit and coordinate program *faculty* and consultants; provide professional support, guidance, and evaluations for program faculty
- Maintain the online *learning management system* used by adult learners
- *Maintain systems* for monitoring, evaluation/assessment, reporting, documentation for faculty and adult learners (e.g. admissions, attendance, evaluation, communications, handbooks, syllabi, reporting, etc), etc. Maintain *data* for external reporting.
- Collaborate with faculty to *monitor Resident progress* throughout academic and practicum phases; regularly report progress monitoring data to Residents.
- Cultivate and maintain *relationships with partner school leaders* to ensure recruitment / enrollment and practicum site management.
- Maintain relationship with the National Center for Montessori in the Public Sector and participate in the Public Montessori Residency Consortium
- Coordinate and oversee *program logistics*: travel, scheduling, observation visits, materials acquisition, environment preparation, etc
- Manage other related projects, initiatives, and relationships as they arise
- Other duties as assigned

Qualifications and Traits

- Experience with project management, with very strong organizational skills and attention to detail and deadlines
- Demonstrated success in leadership, management and coaching of collaborative teams
- Experience and comfort with word processing, spreadsheets, presentations, etc
- Experience utilizing data to engage in a cycle of continuous program improvement
- Experience designing, implementing, and measuring the impact of educator PD
- Strongly Preferred: accredited Montessori teaching credential and classroom experience; a candidate without this qualification will audit the 2023-2024 training and gain related classroom teaching experience part-time during the academic year
- Preferred: experience with education accreditation
- Preferred: experience with budget development and fiscal management
- Comfort and experience analyzing and presenting academic data

- Take initiative with a strong sense of ownership.
- Effective communication, including listening, writing, and speaking
- Flexible, takes initiative, and has a strong sense of personal ownership of responsibilities
- Dedication to support human flourishing through the Montessori method and our philosophy of wonder, work, and love.
- Bachelor's degree

Compensation: Full time salary from \$65,000 to \$79,000 per year depending on qualifications; part-time pay prorated. Full time staff receive paid time off and health and retirement benefits.

Application process: Interested candidates should apply online at www.LibertasMemphis.org, where candidates can also learn more about our school. Please submit a resume, at least three references, and a cover letter (required) explaining why you would be a good fit for this position. Please direct any questions to talent@LibertasMemphis.org. Libertas does not discriminate on the basis of race, color, gender, handicap, age, religion, sexual orientation, or national or ethnic origin.