

Job Opening: Crescent Ridge Academy Teacher Education Program Director

Crescent Ridge Academy (CRA), located in Crescent Springs, Kentucky, is seeking applicants to be its next **Teacher Education Program (TEP) Director** for the 2024-2025 academic year. CRA is a financially healthy organization, built on 55 years of continued success, that is accredited by the American Montessori Society (AMS) and held in high regard throughout Northern Kentucky.

The TEP Director's job is to act as liaison so that all parts of CRA function smoothly. The Director facilitates communication between faculty, adult learners, CRA and the community. The Director mentors and supports faculty and adult learners and assures that the program provides leadership in the community and espouses and practices the Montessori philosophy.

Minimum Education, Experience and Other Skill Requirements:

1. Minimum Bachelor's degree; Masters degree preferred
2. American Montessori Society Teacher Credential (I/T or EC level)
3. American Montessori Society current membership
4. A minimum of 3 years as a Teacher in a Montessori classroom (post credential and at the level of credential)
5. Experience supervising teachers in their intern or practicum year
6. Experience in adult education
7. Administration (or leadership) experience
8. Knowledge and understanding of the importance of early education
9. On-going professional development to stay current on adult learning and training
10. Evidence of 30 hours of professional development for the last 3 years
11. Strong organizational skills and attention to detail
12. Excellent communication skills (written and verbal)

13. General computer experience in Microsoft Word, Excel, Publisher and PowerPoint required (experience in Word Press and Photoshop a plus)

Reporting Relationships

Reports to CRA Board of Trustees (BOT)

Direct reports include: (1) CRA Administrative Coordinator; (2) Infant Toddler Practicum Coordinator; (3) Early Childhood Practicum Coordinator; (4) Infant Toddler Academic Coordinator; (5) Early Childhood Academic Coordinator; (6) Infant Toddler Teaching Faculty/Field Consultants; and (7) Early Childhood Teaching Faculty/Field Consultants

PRIMARY TEP DIRECTOR DUTIES

ADMINISTRATIVE DUTIES

1. Determine policies, procedures and yearly calendar
2. Conduct faculty meetings
3. Consult with each faculty member regularly. Observe each class and provide feedback and support
4. Maintain files for faculty and students
5. Meet with and interview prospective students; oversee enrollment and admission procedures
6. Update all printed material yearly
7. Maintain archives
8. Meet with and observe each student
9. Resolve disputes and, if necessary, activate the grievance procedure
10. Maintain employment and attendance records
11. Manage all record keeping, correspondence and daily operations

12. Advertise the program, interview and hire faculty
13. Purchase needed materials and supplies
14. Maintain student resource library
15. Plan and facilitate student testing
16. Schedule and attend monthly administrative meetings
17. Attend Quarterly Advisory Board Meetings for CRA TEP
18. Attend monthly CRA Board of Trustees meetings

Financial and Legal Duties

1. Formulate and maintain all signed faculty and administrative contracts which include duration, rate of pay, cancellation, hours and duties
2. Review budgets, make recommendations and prepare new budgets with assistance from CRA Accounting Manager
3. Oversee payroll for TEP
4. Oversee debt collection and collection of student fees
5. Obtain all necessary paperwork, permits and licenses from the state and accrediting agencies
6. Update rental agreement yearly

Instructional Duties (With support and input from faculty):

1. Conduct faculty meetings
2. Prepare and conduct classes based on faculty assignments
3. Plan and implement curriculum
4. Schedule hours for classes, workshops, meetings, practicum visits and supervision

5. Create, revise and administer appropriate evaluations
6. Conduct Final Review and Final Testing and evaluation
7. Supervise and facilitate all aspects of practicum
8. Set up and maintain classroom
9. Maintain student records and attendance
10. Meet with students who need assistance
11. Monitor students on academic probation/action plan
12. Supervise and assist faculty in their areas of specialization

Evaluative Duties

1. Plan and implement program evaluations for students, faculty, supervising teachers and employers
2. Analyze the data to share with faculty and accrediting agencies
3. Formulate plans for continual improvement of the program

Outreach Duties

1. Represents CRA at the AMS and MACTE annual meetings and in the greater Cincinnati Montessori community
2. Cultivates relationships with schools, prospective faculty members, visiting faculty and faculty assistants

STATUS: 40 hours per week

COMPENSATION: Salary: \$30,000 per year.

BENEFITS: Health Insurance, Sick Leave, vacation during non-school year, Paid Holidays, Tuition fee waived for eligible dependent child(ren), Continuing education and conferences

TO APPLY: Interested TEP Director candidates should submit via email to Dan Kent at jobs@crescentridgeacademy.org the following documents:

1. Cover letter addressed to TEP Director Search Committee Chair Dan Kent describing candidate qualifications for the post. The letter must include an education philosophy statement that reflects commitment to the Montessori method of teaching/learning
2. A current resume
3. Three professional references, along with respective telephone numbers and email addresses that will be contacted confidentially if the candidate allows.