



Dean of Early Childhood Education

Reports to: Principal

Employment Status: Full Time, Exempt

Momentous Institute is a not-for-profit organization with a hundred-year history of serving children and families. Momentous School is an accredited laboratory school educating 248 inner city children from three years of age through fifth grade. By emphasizing both strong academics and social emotional health, the school has a proven record of excellence. This success demonstrates that children living in urban and low-income settings are capable of remarkable achievements when participating in a true community school.

At Momentous School, we partner with students and families to leverage social emotional health and strong academics to cultivate a community of Changemakers.

The Role: The Dean of Early Childhood Education facilitates programs, learning experiences and systems that support students and staff in grades PreK 3 to First. They provide instructional leadership by building capacity in educators and increasing student achievement through coaching, professional learning, curriculum support, instructional practices, and supervision.

Professional Learning and Coaching Responsibilities:

- Follows a coaching cycle to provide regular, classroom-based coaching designed to build teacher capacity and support student growth in both strong academics and social emotional competencies.
- Develops a trusting and reflective professional partnership with the early childhood education faculty.
- Coaches and assists teachers with curriculum development, instructional practices, student assessments, and classroom management.
- Assists teachers in high impact and intentional lesson planning.
- Participates in onboarding and professional learning for teachers.
- Plans, delivers, and supports professional learning for individuals and groups of teachers.
- Facilitates Professional Learning Communities and provides opportunities for peer reflection and collaboration.

Curriculum, Instruction, and Assessment Responsibilities

- Works with principal and teachers on an on-going basis to analyze student performance and other data to determine student needs in the areas of curriculum, instruction, and assessment.
- Works with principal and teachers to ensure curriculum, instruction, and assessment practices and programs are aligned horizontally and vertically to eliminate repetition and redundancy.
- Works with principal and teachers to design engaging work for students.
- Manages curricular resources for early childhood grades.
- Assists in the development, monitoring, and implementation of continuous improvement plans.
- Initiates studies, research, and planning projects to improve school effectiveness in accordance with the precepts of a laboratory school.

Supervisory and Campus Responsibilities:

- Implements strategic vision for schoolwide success, in collaboration with the principal and school administrative team.
- Develops and supports educators in the school, providing periodic observations and evaluations that are timely and constructive.
- Offers additional training, guidance, professional learning, and support as necessary based on evaluations of professional staff.
- Works in partnership with the School Mental Health Professional to support students and teachers.
- Works in partnership with the Literacy Specialist to support teachers and students.
- Collaborates with the school leadership team in hiring all faculty and staff for the school.
- Oversees compliance with Texas Child Care Licensing and National Association for the Education of Young Children guidelines, and facilitates faculty and staff compliance with program expectations, including staff development and accreditation reviews.
- Manage the school enrollment process, including early childhood screenings and new family orientation.
- Perform other duties as assigned by the School Principal.

Required Education and Qualifications:

- Texas Principal Certification
- Early Childhood Certification
- Master's degree in education or related field

- Five + years classroom teaching in the early childhood grades
- Three + years of school administrator experience
- Thorough understanding of applicable local, state, and federal educational laws, regulations, policies, and requirements

Highly Desired Skills:

- Successful teacher leadership and supervision experience in urban educational setting
- Fluency in Spanish
- Depth and breadth of knowledge and experience in elementary education, including brain-based instruction, social emotional learning (SEL), Understanding by Design (UbD), and the cognitive and emotional development that occurs in young children
- Excellent written and verbal communication skills
- Excellent interpersonal skills with the proven ability to communicate professionally and effectively with students, educators, and families.
- Excellent organizational skills and attention to detail

Desired Dispositions:

- Collaborative, respectful, collegial, engaging, and responsive
- Enthusiastic and energetic
- Adopts a problem-solving approach to challenges and conflicts
- Purposeful and intentional with decision-making
- Thinks creatively
- Maintains high standards of personal integrity
- Commits to culturally responsive practices at all levels

Physical Requirements:

- Prolonged periods sitting at a desk and working on a computer
- Must be able to lift up to 20 pounds at times.
- Must be able to access and actively navigate all areas of the school and other facilities as needed.

The ideal candidate will exhibit Momentous Institute’s core values.

Commitment, Humility, Innovation, Respectfulness, Stewardship

Interested:

Applications are currently being accepted and the position will remain open until filled. Candidates from diverse backgrounds are encouraged to apply. Please send letter of interest and resume to:

Karen Norris, Ph.D
Director of Education
knorris@momentousinstitute.org

COVID-19 vaccine is required for all employees as of September 1, 2021. (Momentous Institute is an equal opportunity employer and reasonable accommodations will be considered for valid medical or religious exemptions.)

Momentous Institute/ Salesmanship Club of Dallas maintain a policy of non-discrimination for all employees and applicants in every facet of the organization’s operations. Momentous Institute/ Salesmanship Club of Dallas hires, trains, and promotes all qualified employees without discrimination on the basis of race, color, sex, religion, national origin, age, military status, disability, genetic information, gender identity, or sexual orientation.

All employment offers are contingent upon successful completion of a criminal background investigation, including a check of the National Sex Offender Registry

Policy Statement
No form of abuse will be tolerated, and confirmed abuse will result in immediate termination. Momentous Institute will fully cooperate with authorities if allegations of abuse are made requiring investigation.