

Director of Early Childhood

Reports to: School Principal

Employment Status: Full Time, Exempt

Momentous School is operated by Momentous Institute, a not-for-profit organization with a ninety-year history of serving children and families. Momentous School is an accredited laboratory school educating 248 inner city children three years of age through fifth grade. The school has a proven track record of excellence, demonstrating that children living in urban and low-income settings are capable of remarkable achievements when participating in a true community school grounded in these principles and processes:

Role: The Director of Early Childhood for Momentous Institute will be an innovative educator who is passionate about the need for communities and schools to work together to improve urban education. They will help create an environment where students feel safe and ready to learn by collaborating with school, therapeutic services, and leadership as well as with students and families. The Director of Early Childhood will be responsible for managing a team of teachers, as well as develop and implement the school and institute's vision for the work across our campus. Their focus will be on the success of the Early Childhood grades (Pk3-1st Grade) and our family engagement experiences. This role is best suited for someone who nurtures a culture of curiosity, supports, and encourages learning, and inspires teachers, students, and families to achieve their full potential.

At [Momentous School](#), our mission is to partner with students and families to leverage SEH and strong academics to cultivate a community of [Changemakers](#).

Responsibilities:

- Provide direct supervision, coaching, and skill development for the early childhood education team.
- Conduct annual Performance Evaluation and Professional Development process with direct reports.
- Oversee compliance with Texas Child Care Licensing, and National Association for the Education of Young Children (NAEYC) guidelines, and oversee faculty and staff compliance with program expectations, including staff professional development and accreditation reviews.
- Encourage joyful parental participation in family engagement experiences, including supporting and developing the Momentous Family Coalition (in collaboration with the Family Guidance Coordinator)
- Manage the school enrollment process, including early childhood screenings and new family orientation.
- Perform other duties as assigned by the School Principal.

Qualifications, Skills, and Talents:

- Advanced degree in early childhood education or related field. (required)
- Principal Certification (required)
- Successful teacher leadership and supervision experience in urban educational setting. (Highly desired)
- Depth and breadth of knowledge and experience in elementary education, including brain-compatible instruction, social emotional learning (SEL) and Understanding by Design (UbD), and the cognitive and emotional development that occurs in early childhood (5+ years' experience). (Highly desired)
- Fluency in Spanish. (Highly desired)

- Collaborative, respectful, collegial, engaging, and responsive.
- High standards of personal integrity and initiative.
- Problem-solving approach to difficulties and conflicts.
- Purposeful in planning and execution.
- Clear and effective writer and public speaker.
- Enthusiastic and energetic.
- High standards of personal integrity.
- Committed to equity in reducing barriers provoked by culture, economy, race, and language

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

Respectfulness, Commitment, Humility, Innovation, and Stewardship

Interested:

Applications are currently being accepted and the position will remain open until filled. Candidates from diverse backgrounds are encouraged to apply.

To apply please submit letter and resume to:

Daniel Knoll

School Principal

dknoll@momentousinstitute.org

www.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 maintain 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
<p>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.</p>