

## Director of Education

**Reports to:** Executive Director

**Position Status:** Salary, Exempt

Momentous School is operated by Momentous Institute, a not-for-profit organization with a 100-year history of serving children and families. Momentous School is an accredited laboratory school educating 248 students, three years of age through fifth grade. The school has a proven track record of excellence, demonstrating that students flourish when learning in an environment that places an equal emphasis on academic achievement and social emotional health.

*At Momentous School, our mission is to partner with students and families to leverage SEH and strong academics to cultivate a community of Changemakers.*

**Role:** The Director of Education 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. This individual will help build on the school's solid history of dynamic collaboration between faculty, parents, and community leaders, bringing engagement and partnership to new levels. A strong emphasis will be placed on building capacity within the school team to meet the ever-changing needs of students and families. The director will oversee Momentous School and serve as a leader in the education community, both locally and nationwide, to help students achieve exemplary learning outcomes.

### Responsibilities:

- Creates and advances new strategies and objectives for Momentous School through collaboration with a highly skilled and multidisciplinary leadership team of educators, mental health professionals, researchers, and trainers.
- Contributes to internal governance and management through participation in Board meetings, Board committee meetings, and designated staff leadership meetings, facilitating team building, organizational development, and collaboration.
- Support and manage direct reports and school leadership team. Provide regular evaluations for these personnel and make appropriate recommendations regarding all Momentous Institute personnel actions.
- Develop and evaluate highly sophisticated curriculum, instructional, and assessment approaches aligned with national, state, and local standards.
- Promote the processes and core elements of Momentous Institute among educators.
- Develop proposed budgets for operating and capital expenditures in collaboration with the principal. Oversee all purchasing and other expenditures. Regularly review expenditures to maintain fiscal accountability and control.
- Ensure that education operations are in compliance with the applicable educational accreditation, state professional licensing boards and other relevant professional organizations as well as the policies of the Board of Directors.
- Collaborate with professional education staff, Therapeutic Services and Innovation and Impacts team to ensure cross-department collaboration and learning.
- Develops thought leadership content and platform to share the work of Momentous School both internally and externally.
- Maintain relationships with other community agencies and organizations in educational landscape.

### Qualifications, Skills, and Talents:

- Advanced degree in education or related field. (required)
- Experience teaching in elementary (required)

- Minimum of five years of successful teaching leadership and supervision experience in urban educational setting (highly desired)
- Appropriate Texas certification
- Depth and breadth of knowledge and experience in elementary education, including brain-compatible instruction.
- Fluency in Spanish (highly desired)
- Knowledge of current educational policy discussions in Texas and across the country
- An aptitude for team building, leading with a positive mindset, and creating a culture of engagement
- Excellent written and oral communication
- Responsive to needs of students, teachers, and parents
- Effectiveness in community building
- High standards of personal integrity and initiative
- Problem-solving approach to difficulties and conflicts.
- Cultivate great working relationships with stakeholders including students, families, staff, colleagues, club members and education community.
- Continually strive to excel as a leader, to model and impart to students, families, and staff the values of the organization such as respectfulness, commitment, humility, innovation, and stewardship.

**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:

Jessica Gomez, PsyD

Bilingual Licensed Psychologist

**Executive Director**

[jgomez@momentousinstitute.org](mailto:jgomez@momentousinstitute.org)

[www.MomentousInstitute.org](http://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

<b>Policy Statement</b>
<b>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.</b>