

CASTLE ISLAND

BILINGUAL MONTESSORI

INNOVATIVE. INTERCULTURAL. INCLUSIVE.

- A JOYFUL LEARNING COMMUNITY SINCE 2012 -

Spanish Immersion Independent Elementary School | Excellence in Child-Led Education, Ages 3 - 13

Job Posting

Title Curriculum Coordinator

Full-Time 8:00 am – 4:00 pm

Salary \$60,000

Application Due Date June 5, 2026

Contract Dates August 17, 2026 – June 11, 2027

About Our School Castle Island is an accredited independent nonprofit Spanish immersion Montessori elementary school in Downtown Albany focused on enhancing the core values we believe in upholding for learning in community.

Our mission is to provide world-class and accessible education immersed in English and Spanish in a fully implemented Montessori learning environment for children of the Capital Region of New York.

We inspire learning by honoring each child's potential in a research-based learning environment designed to foster curiosity, collaboration, and innovation. Immersion in a bilingual, diverse Montessori school will offer our students the unique challenges and opportunities to become creators of solutions and leaders of a technologically advanced, environmentally vital, peaceful global community.

From the beginning, inclusivity has been embedded in the mission, vision, and everyday experience of our school. Diversity is inherent in the structure of our community, and we embrace an ongoing commitment to equity at all levels of our organization. Our global outlook is reflective of our local model which is focused on peace, making joyful connections, and upholding our responsibilities to each other.

Job Title: Curriculum Coordinator

Reports to: President of the Board of Trustees

Summary: The Curriculum Coordinator is appointed by the Board of Trustees ("the Board") to administer and implement the school's educational mission and policies as established by the Board. They provide day-to-day educational leadership for the school while coordinating and overseeing the daily activities within Castle Island Bilingual Montessori along with the rest of the administrative team. Additionally, the Curriculum Coordinator manages all logistics that are involved with running the educational programming of the school, such as Toddler, Early Childhood, Lower Elementary, and Homeschool programs, as well as safety, and teaching staff supervision, support and development. The Curriculum Coordinator works to create a school environment with the highest quality of education that merges optimal learning environments for both bilingual language immersion and Montessori. They ensure that Castle Island's mission is fulfilled by promoting classroom communities as intentional spaces for learning where each child is honored and academic achievement is met.

Duties and Responsibilities:

Strategic Planning

- Keeps the Board fully informed of the matters, needs, and operations of the school
- Serves as the chief communicator between the Board and the teaching staff
- Participates as part of an appropriate and strong Support Staff Team such that the collective team is prepared to lead the school should the one of the team become incapacitated
- Promotes an internal organization that permits effective communication at all levels
- Works to produce smooth day-to-day internal operations
- Develops strategic and tactical plans for the school in coordination with the Support Staff Team
- *Encourages perspective via testing, comparisons with similar institutions, and external analyses and critiques*
- Remains abreast of trends and research in education, particularly those affecting independent school operations, educational leadership and Montessori education

Program Development & Implementation

- Designs, implements and administers student programs and services consistent with the values and teaching styles of a progressive humanistic Montessori approach
- Develops systems of scheduling to accommodate such programs and services
- Sets standards of participation and achievement in each of the following areas:
 - Academic – assures the curricular scope, sequence, and instructional strategies reflect Montessori philosophy and goals; provides leadership in the process of curriculum development; provides assistance and support to teaching staff in their efforts to develop such curricula. Reviews, assesses and plans for the scope and sequence of the Montessori curriculum, integrating Spanish language acquisition in each area.
 - Co-curricular & Enrichment – organizes activities, elective offerings, formal cultural exposures, and athletics sufficient to round out the school's academic program and provide for student interest and development.
 - Character Development – implements formal and informal programs related to high moral and ethical conduct, including counseling and advisory programs, a system of positive discipline that promotes kindness, Grace and Courtesy, and a mechanism for coordinated psychological assistance in the event of student need
 - Academic Outcomes - develops benchmarks, expectations and outcomes for completion at each Plane of Development. Supports teaching staff with Parent Conferences & Progress Reports. *Portrait of a Graduate...*
 - Professional Development - plans and develops professional development offerings provided by or sponsored by the school and keeps records to ensure that all credential Montessori teachers maintain their 50 hours-in-five-years requirement in good standing.

Personnel

- Defines the guides (teachers), specials & substitute positions needed to implement the school's program
- Recruits highly effective guides (teachers) to fill such positions
- Over sees guides (teachers), specials & substitute teaching staff assignments, scheduling, materials, supplies, school environment, and meeting agendas in the short and long-term. Collaborates with teaching staff to support their annual self-evaluation and goal setting as it relates to acknowledging the staff professional strengths and areas that need improvement.
- Establishes productive working conditions, discipline, training and development of all teaching staff
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- Assures the teaching staff understand and share the school's Montessori philosophy and goals
- Determines standards and takes appropriate steps to measure and maintain reasonable performance and growth among teaching staff
- Dismisses staff who fail to meet such standards
- Establishes practices and procedures to promote harmonious and constructive relationships among staff; consciously works to establish an atmosphere of team building and planning; follows a supportive managerial style rather than authoritarian
- Maintains personal contact with all school staff members; fosters good public relations; promotes high morale; identifies personnel issues as early as possible; encourages and models such conduct among all staff
- Substitute management and coordination

Service Support

- Works with staff to identify curriculum needs related to teaching materials, professional development, and program support
- Holds general program responsibility for the safety and well-being of all children (students)
- Supports guides with children (students) with special education needs
- Works to promote harmonious relationships among the children (students), guides (teachers), and staff
- Oversees development, implementation, and evaluation of school programs and communication systems with parents
- Strives to create and maintain an aesthetically attractive school environment

Qualifications:

To perform the work at this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience:

Bachelor's degree (B. A.) from four-year college or university, MA in education, business, or equivalent Montessori Leadership Credential, or combination of education and experience. Special Education certification or degree, or combination of education and experience.

Language Ability:

Ability to read, analyze, and interpret common scientific and technical journals. Ability to respond to common inquiries or complaints from parents, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Spanish fluency preferred.

Reasoning Ability:

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Computer Skills:

Have knowledge of word processing software; spreadsheet software; internet software and database software.

Supervisory Responsibilities:

The Curriculum Coordinator supports and supervises all teaching staff. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; encouraging and guiding improved performance; acknowledging employees; addressing complaints and resolving problems.

Physical Demands:

While performing the duties of this work, the Curriculum Coordinator is regularly required to stand; walk; use hands; reach with hands and arms and talk or hear. The Curriculum Coordinator is frequently required to sit; climb or balance; stoop, kneel, crouch, or crawl. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

Benefits

- 30 Paid vacation days in 12- month employment contract
- Partial reimbursement for MACTE TEP Montessori training
- Partial reimbursement for professional development workshops & conferences
- 30% Tuition discount for dependents
- Parents' Night Out free for staff
- Free off-street parking