

December 22, 2022

Position Open: ELE Teacher and Program Director

Hill View Montessori Charter Public School, a free public Montessori school serving 306 students in grades K-8 located in historic Haverhill, Massachusetts (35 miles north of Boston on the New Hampshire border, 15 miles from the Atlantic Ocean), is seeking an ELE Teacher and Program Director (one combined position) for the 2023-2024 school year. This is a salaried, full-time position, with comprehensive benefits.

NOTE: Resumes and letters of interest should be sent directly to: parnold@hvmcps.org.

RESPONSIBILITIES:

- Provide rigorous English Language Development across content areas to EL students in grades K-8 in Reading, Writing, Listening, and Speaking
- Design and implement curricula and activities to meet MA frameworks and the WIDA standards framework
- Design and facilitate assessments that measure progress towards academic standards
- Use assessment data to refine curriculum and modify instructional practices
- Understand and maintain compliance within the provisions of Massachusetts State M.G.L. 71A, and Federal Title III regulations
- Uphold and update the DESE requirements for an effective English Language Education Program in alignment with the State Standard Frameworks and the WIDA ELD Standards Framework
- Maintain consistent communication with Lead Teachers in understanding areas of need and effective interventions to be reinforced through ELD instruction
- Facilitate communications among Spanish and non-English dominant families and Lead Teachers, Specialists, and school administration
- Provide updated roster of HVM wide families requesting communications, notices, and interpreter services in their native languages (found on HLS forms at the time of enrollment)

The mission of Hill View Montessori Charter Public School is to provide a K-8 public education that promotes academic excellence using the Montessori philosophy.

- Collaborate with Special Education teachers in supporting the needs of EL students with IEPs
- Provide interpreter/translation services during IEP meetings and progress meetings with teachers throughout the year as needed
- Provide, maintain, and archive all student records related to:
 - ✓ ELE screening;
 - ✓ Required initial entry and program notifications to families;
 - ✓ Yearly ELD progress reports;
 - ✓ Tri-yearly Title 1 Reading and Math Screening scores;
 - ✓ Annual ACCESS and MCAS scores,
 - ✓ Student Growth Percentiles;
 - ✓ November and March Progress Reports;
 - ✓ Required end of year notices and;
 - ✓ Generation and archival of Monitor Progress Reports for exited ELs for four years
- Administer the ACCESS test for all grades online and in small group in accordance to grade requirements
- Maintain State certification in administering the ACCESS test for all grades and levels of EL students
- Provide parent notifications of test results with explanation of student levels and developmental status in accordance with WIDA Proficiency Standards

QUALIFICATIONS:

- Commitment to the Hill View Montessori Charter Public School’s mission
- Spanish/English Bilingual
- Strong foundation in second language acquisition, linguistics, and bilingualism
- Strong understanding of how native language instruction can accelerate literacy in English
- Demonstrated capacity to create and maintain a positive learning environment in which students’ diverse backgrounds, identities, strengths, and challenges are respected and utilized to enhance learning
- Effective communication skills, both written and spoken
- Strong interpersonal and collaborative skills
- Collaborative team player
- Strong work ethic
- Humility
- Flexibility, warmth, kindness towards children, joyful spirit, and sense of humor!

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Hill View Montessori Charter Public School is an Equal Opportunity Employer. Qualified applicants are considered for employment without regard to age, race, color, religion, sex, national origin, sexual orientation, disability or veteran status.