



HOUSTON MONTESSORI CENTER

7807 Long Point Road Suite 100
Houston, TX 77055
713-465-7670

ADMINISTRATORS COURSE

Houston Montessori Center

7807 Long Point Rd. – Suite 100, Houston, TX 77055-3679
Phone: 713-465-7670 Fax: 713-465-8577
email: drbcoe@aol.com

Elisabeth Coe, Ph.D.
Executive Director

Application

Houston **TIES** **Program:**
Infant & Toddler Secondary I/II
Early Childhood Administrator
Elementary I/II

Name: _____
Last First Middle Preferred

Birth Date: _____ **Social Security No:** _____

Address: _____
Street City State Zip

Phone: _____
Area Code Home Cell # Area Code Work

Email: _____

Emergency Contact _____
Name Area Code/Phone

Street City State Zip

Education:
High School: _____ Date: _____

College/University: _____ Date(s): _____

Degrees Earned: _____ Major _____ Minor _____

Montessori Credential(s): _____ Date: _____

Location(s): _____

Other Education/Training: _____ Date: _____

Teaching Experience:
Montessori _____ Public/Private _____

Other Experience: _____ Interests/Talents: _____

Please include \$150 application fee, official transcripts/credentials and three letters of recommendation with application

Staff Use:
Accepted: _____ Date: _____ Interviewer: _____

Application Fee Paid Check No. _____ Cash: _____ Money Order _____

Official Transcripts/Credentials Recommendation Letters

Leading your Montessori School to Excellence, Stability, and Harmony

The Course For Leading Schools AMS Administrator's Credential

The truly outstanding Montessori schools in the world today - the ones with programs and people that stand the test of time- have leaders who understand both the nature of leadership and Montessori education. They have learned to apply Montessori principles to their work with adults in leading their school communities to success.

THE THREE UNDERSTANDINGS OF SUCCESSFUL MONTESSORI LEADERS

At the course for Leading Schools you will learn how to avoid crises, eliminate problems, and reach your goals through mastery of four layers of leadership knowledge:

1. What is the nature of leadership in today's most successful organizations?
2. What are the essential elements of Montessori education and how are these principles practiced at each program level. What does leadership look like aligned to the Montessori Philosophy?
3. How does one grow a healthy a stable and sustainable Montessori school community: managing the educational, administrative, and strategic functions.

Leading Strategies for Today's Challenges

- Enrollment management
- Retention through all program level
- Successful staff supervision
- Time management
- Positive parent involvement
- Program quality and consistency
- Role and responsibilities of the board
- School growth
- addressing state standards of learning

Learning Leadership the Montessori Way

Adults preparing to be successful school leaders require a prepared environment that adheres to the Montessori philosophy of learning

1. Respect for the individual - responsiveness to prior experience, current needs, and natural abilities.
2. Time to practice and assimilate new concepts and skills, in an atmosphere of collaboration and support.
3. Instructors who are role models of effective leadership, who are attentive, understanding, patient, and encouraging.
4. Practical information that- prepares one for the challenges of leadership in today's public, charter, and private Montessori schools.

Three Models Offered Depending Upon Previous Experience: Course components requirements

Model 1: Montessori Focus

Bachelors Degree and Administrators course work or certificate*

Component 1: Understanding Montessori Education/Philosophy and Curriculum

Component 2: The Nature of Leadership

Component 3: Learning Leadership the Montessori Way

Component 4: Integrated School Management/Leading Strategies for Today's Challenges

Component 5: Practicum

* If administrator does not have this documentation, course components will be determined after a review of experiences.

Model 2: Administrative Focus

Bachelors Degree and Montessori Credential

Component 2: The Nature of Leadership

Component 3: Learning Leadership the Montessori Way

Component 4: Integrated School Management/Leading Strategies for Today's Challenges

Component 5: Practicum

Model 3: Montessori and Administrative Focus

Bachelors Degree

Component 1: Understanding Montessori Education/Philosophy and Curriculum

Component 2: The Nature of Leadership

Component 3: Learning Leadership the Montessori Way

Component 4: Integrated School Management/Leading Strategies for Today's Challenges

Component 5: Practicum

Practicum phase during the school year:

- 9 months with minimum of 6 hours a day or 3 hours a day for two school years.

- Complete at least 60% of academic phase
- Work with a mentor teacher or self-directed
- Practicum site must meet AMS and HMC standards•

*Under certain conditions, students may have a self-directed practicum. Schools must be an AMS Accredited, Affiliate, Subscriber School unless special arrangements are made.

ADMINISTRATORS SCHEDULE

2011 – 2012 Cohort

Summer I 2012

- July 5 – 8 Understanding Montessori Curriculum (models 1, 3)
- July 9 1PM - July 13 noon Leading the Montessori Way B (models 1, 2, 3)
- July 14 – 17 Nature of Leadership B (models 1, 2, 3)
- July 18 1pm – July 22 noon School Operations B (models 2, 3)

PRACTICUM NOVEMBER 2011 – DECEMBER 2012

Seminars III

November 8-10, 2012

2012 – 2013 Cohort

Summer I 2012:

- July 5 – 8 Understanding Montessori Curriculum (models 1, 3)
- July 9 1PM - July 13 noon Leading the Montessori Way B (models 1, 2, 3)
- July 14 – 17 Nature of Leadership B (models 1, 2, 3)
- July 18 1pm – July 22 noon School Operations B (models 2, 3)

PRACTICUM NOVEMBER 2012 - DECEMBER 2013

Seminars I and II

November 8-10, 2012

February 21-23, 2013

Summer II 2013

- July 3,5,6, 7 Montessori Philosophy (models 1, 3)
- July 8 1PM July 12 noon Nature of Leadership B (models 1, 2, 3)
- July 13 – 16 Leading the Montessori Way B (models 1, 2, 3)
- July 17 1pm – July 21 noon School Operations B (models 2, 3)

Seminar III

November 7-9, 2013

TUITION

Administrators: \$4,500

FEES

Books and Manuals Admin: \$400
AMS & MACTE student fees SI & II: \$200

TOTAL PROGRAM COST

Administrators: \$5,100

Each course \$500 up to 6 courses

Seminars and Practicum visits \$1500

Model 1: Montessori Focus

Components: 1, 2, 3

Component: 5

Model 2: Administrative Focus

Components: 2, 3, 4

Component: 5 -

Model 3: Montessori and Administrative Focus

Components: 1,2,3,4

Component: 5 -

Components

1. Montessori Education

Includes books and AMS fee

Montessori Philosophy 32 hours

Montessori Curriculum 32 hours

2. The Nature of Leadership

Includes books and AMS fee

Component I 32 hours

Component II 32 hours

4. Learning Leadership the Montessori Way

5. Includes books and AMS fee

Component I 32 hours

Component II 32 hours

4. Integrated School Management/Leading Strategies for Today's Challenges

Includes books and AMS fee

Component I 32 hours

Component II 32 hours

5. Practicum and Seminars – necessary for AMS credential

School Leader in Montessori environment for 6 hours a day

For 9 months

3 field consultant visits

10 hours classroom observation

2 seminars

Non-credential auditing options

All course components can be audited at the costs listed.

Scholarships based on need and personal qualifications are available from AMS and HMC. Information about scholarships is on the Houston Montessori website. AMS scholarships applications are due by May 1 on www.amshq.org.

ADMISSION/ENROLLMENT POLICIES

Applicants must have at least a US Bachelor's degree or equivalent, submit three letters of recommendation, submit one original transcript, have an interview with the director or a staff member, and complete an essay and survey.

Applicants, who learned English as a foreign language, will be required to take the computer-based Test of English as a Foreign Language (TOEFL). A total score of 213 or better will be required for acceptance. The applicant is responsible for registering, taking and the cost of the TOEFL.

Houston Montessori Center does not deny admission on the basis of race, color, national origin, sex, handicap, age or veteran status, except where age, sex, or handicap constitutes a bona fide occupational qualification necessary to proper and efficient administration.

Faculty Experienced in Leadership, Montessori Education, School Operations, and Adult Education

Betsy Coe, Ph.D.

Betsy Coe holds a B.S. in Elementary Education, M.Ed. in Curriculum and Instruction, and Ph.D. in Developmental Psychology and Adolescence. She also holds state teaching certificates in early childhood, elementary, and special education. She has AMS credentials in Early Childhood, Elementary I/II, and Secondary I /II (2.5 through 18 years). A practicing Montessori teacher for 35 years, Betsy is currently principal of School of the Woods middle and high school, executive director of the Houston Montessori Teacher Education Center, past-president of AMS, and frequent presenter, consultant, and keynote speaker.

Marge Ellison, Connie Guiberson, Amy Henderson, Sherry Herron, Kathryn Miller, and Nahla Nasser

PRACTICUM

All the infant and toddler, early childhood, elementary, secondary, and administrators teacher education courses require an extensive practicum.

- Infant and Toddler and Early childhood adult learners will complete 540 hours of practicum: a minimum of three hours per day, five days a week for a nine month school year.
- Elementary I, Secondary, Administrators students complete 1080 hours of practicum: a minimum of six hours a day, five days a week for a nine month school year. Administrators also have the option of working 3 hours a day for two school years.

Practicum sites must be an AMS Accredited, Full, Associate, or Initiate School, unless special arrangements are made.

When at least 60% of the academic phase is complete, students may begin their practicum experience.

- Infant and Toddler, Elementary I, Secondary I-II practicum begins after the first summer if criteria are met according to practicum site agreement.
- Elementary I-II and Administrators begin after the first seminar and complete the next school year. If criteria are met according to practicum site agreement

Adult learners will be visited a minimum of three times by a field consultant of HMC. If adult learners are in a self directed practicum, each adult learner will receive a minimum of three visits, and, in addition, given other ways of support such as extra visits, contact with a local mentor teacher, communication by email or phone, etc. which will be available or required on an individual basis according to the needs and experience of the student teacher. Elementary I-II model C adult learners will have one practicum visit and perhaps other requirements.

If student teachers are outside a 100-mile radius from HMC, the cost of transportation, lodging, and, if required, additional consultant fees must be assumed by the student teacher or the practicum school. The three field visits are included in the tuition fee. Extra practicum fees may be assessed based on the type, location, and special needs of the practicum. The rate is \$75 per in-town visit and \$250 a day for out-of-town visits.

Seminars are designed support adult learners during the practicum phase.

- Infant and Toddlers - 3 seminars usually in October, January, April
- Early Childhood - 3 seminars usually in October, January, April
- Elementary I - 2 seminars usually in October, January,
- Elementary I-II - 3 seminars usually in October, January, October
- Secondary I-II - November, February
- Administrators - November, February, November

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Practicum Site Agreement

The Houston Montessori Center complies with the standards of the American Montessori Society (AMS) and the Montessori Accreditation Council for Teacher Preparation (MACTE) for the Practicum Site of our adult learners. Your school has been selected as a Practicum Site. If the assigned classroom and school site meet each standard, indicate in the appropriate space. If an alternative is proposed, please check accordingly and describe the alternative on the back of this form. THANK YOU.

MEETS	PROPOSES	
<u>STANDARD</u>	<u>ALTERNATIVE</u>	

_____	_____	<p><u>STANDARD</u> The Practicum site/classroom is an AMS Accredited, affiliate or subscriber school for the current school year.</p>
_____	_____	<p>includes multi-age grouping of children/ Early Childhood - 3, 4, 5 year olds, Elementary I- 6, 7, 8 year olds; Elementary II 9, 10 ,11 year olds, Secondary I /II – at least two different age levels representing ages 12-18 (7th – 12 grade)</p>
_____	_____	<p>provides an environment in which seventy five percent (75%) of the children/adolescents’ week is spent in a Montessori classroom with Montessori materials in a Montessori way.</p>
_____	_____	<p>has the full array of Montessori materials for the age group so the adult learner scan implement the curriculum they have taught.</p>
_____	_____	<p>has a written nondiscrimination policy for children/adolescents and staff,</p>
_____	_____	<p>meets all state and local regulations.</p>
_____	_____	<p>provides regular janitorial service: Frequency _____.</p>
_____	_____	<p>communicates administrative policies and guidelines to adult learner and program: _____verbally _____written.</p>
_____	_____	<p>provides the adult learner with a mutually-agreeable job description and contract agreement.</p>
_____	_____	<p>allows the adult learner release time to meet seminar requirements and observations.</p>
_____	_____	<p>is generally supportive of the adult learner in all efforts to meet the practicum requirements.</p>
_____	_____	<p>if supervising teacher, has two years after credential of experience at the appropriate level.</p>
_____	_____	<p>adult learner has had the appropriate background check necessary in his/her state.</p>
_____	_____	<p>adult learner has completed 60% of academic course work.</p>

Adult Learner _____

Name of School _____ **AMS #** _____

Address of School _____

If Applicable: Name of Mentor Teacher _____

Head of School (Print Name) _____

Head of School Signature _____ **date** _____

Elements for Administrators Credential

Academic Course Components

1. Attendance and Active Participation in classes
Required attendance is at least 80% of each course component and at least 90% of total clock hours of the course. All work should be made-up; however make-up work does not erase absences.
To begin the practicum phases 60% of the academic phase must be completed.
2. Fully participate in classroom lectures, activities and assignments
3. Presentation of portfolio during second summer

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- Administrators - November, February, November

Time Period

The course must be completed within two years after the end of the academic phase. The date is **August 2014**. If not completed by this date, the student teacher may be asked to review classes with additional financial obligations for a credential.

I understand the requirements for administrators credential and have sought clarification if needed.

Signature

date

Print Name

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APPLICANT ESSAY FOR ADMINISTRATORS

Name _____ Date _____

On a separate sheet of paper, please answer any two of the following four questions and return to Houston Montessori Center.

1. Why do you aspire to be a Montessori school leader?
2. Describe the characteristics of an effective Montessori school leader. Address the character and professional competencies required.
3. Describe one challenging or unsuccessful leadership experience and one positive leadership experience you have had or observed in a school community.
4. Describe a leader (from any field, discipline, or historical era) that you most admire. What were they like and what did they do to exemplify great leadership. What effect did they have on people and on the community, culture, organization, or project they were leading?

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Administrator's Survey

Name

1. What is your position in your school? Administration, faculty, board, volunteer?
2. Tell us a little about your school: size, levels, age groups, location, etc.
3. Tell us a little about where your school is in its planning stages. Is there a strategic plan? If you are nonprofit, how does your board operate with planning? If you are proprietary, do you operate with a business plan?
4. What would you like to take away from this course? How can we help you with the challenges you face? What are the issues that are important in the growth of your school?

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**Administrator's Supply List
(items to bring to the course)**

1. All school promotional materials
2. All school handbooks
3. By laws
4. Charters
5. School Calendars
6. Administrative job descriptions
7. Strategic Plans
8. Staff and board evaluation documents
9. Audits and financial statements for two years
10. Parent/Teacher group materials - bylaws, etc
11. Computer (not required)
12. Note books for notes and writing journals

Housing Arrangements

Houston Montessori Center has many applicants from out-of-town who require housing during the summer sessions. In early spring, a questionnaire is sent out to private parties inquiring whether or not they will have housing available in June and July. HMC does not arrange housing between parties, but a housing list is made available. The student then contacts the parties to make arrangements privately.

In the past, housing has been available from:

- ✚ Private homeowners wishing to find students willing to look after house and pets during summer vacations with rates negotiable.
- ✚ Private homeowners willing to share their house with students for the summer at an average rate of \$100.00/week.
- ✚ Commercial suites with kitchens, suitable for 2-4 persons.
- ✚ Motel accommodations with special monthly rates.

In almost all cases, a car is necessary for transportation.

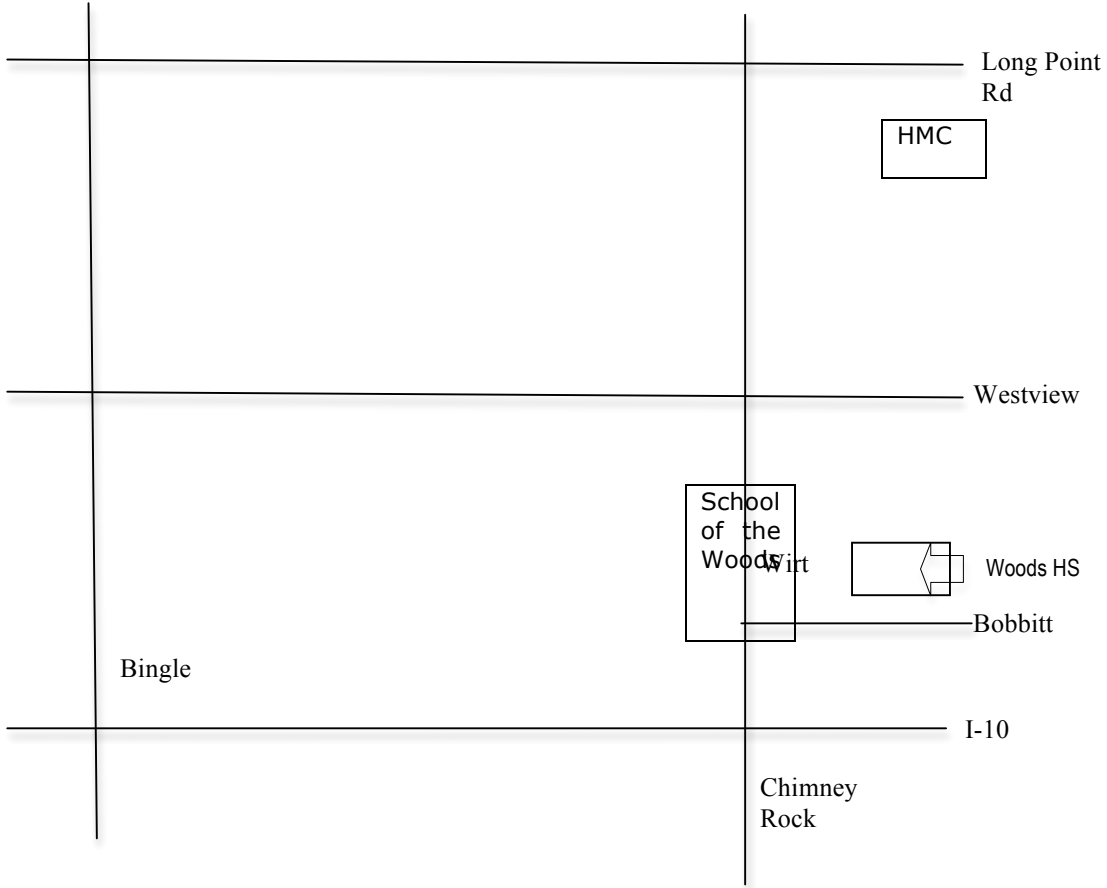
The list will describe the housing available and inform students whether or not children are welcome; whether smoking is allowed; whether pets are allowed; whether there are kitchen and laundry privileges; and whether the accommodation is available for the required seminars during the school year.

Students Accompanied by Children

Because children are not appropriate in the adult teaching environment, teachers frequently ask about arrangements for their children during the summer session. Nearby schools provide summer programs for early childhood and elementary students. Information can be obtained from:

Sherwood Forest Montessori: 713-464-5791

School of the Woods: 713-686-8811



Long Point Rd

HMC

Westview

School of the Woods



Woods HS

Bobbitt

Bingle

I-10

Chimney Rock

Witt