

# MARIA LIEBMAN

## EXPERIENCE

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**Montessori Escuela LLC**                      2014-present                      Belmont/Wayland  
*Head of School*

- Prepare Montessori Children's House for toddler and primary age
- Parent tours, Enroll Children and maintain all paperwork via EEC portal
- Marketing and Website maintenance
- Responsible for Budgeting and Business elements

**Montessori Escuela LLC**                      **April** 2014-present                      Wayland/Belmont  
*Director*

- Supervise staff and write staff reports
- Create Agenda for and hold bi-weekly staff meetings
- Provide prospective parent tours
- Monitor and document student progress
- moderate daily teacher/parent communications
- Responsible for Budgeting and Business elements, restocking & ordering
- Maintain student and educator files in accordance with EEC regulations
- Maintain annual building inspections for fire, building, pest, and health

**Montessori Escuela LLC**                      2014-2024                      Belmont  
*Lead Preschool/Infant/Toddler Teacher Family Child Care*

- Prepare Montessori Children's House lessons for toddler and primary age
- preparation of daily lesson plans for Children's House
- Plan sequential units of study aligned with the Curriculum Framework through Grant Wiggins' backwards by design technique
- Differentiate instruction and implement teaching strategies in accordance with several IEP & 504 plans
- Maintain weekly contact with parents and students regarding student progress
- Regularly update student progress and observations in records binders
- Report monthly at professional development meetings
- Participated in numerous continuing education studies for EEC

**Dedham Middle School**                      2008-2012                      Dover, MA  
*Spanish Teacher*

- Prepared daily lesson plans for 7<sup>th</sup> and 8<sup>th</sup> grade Spanish
- Differentiated instruction and implement teaching strategies in accordance with 40+ IEP plans
- Served as advisor for lunch bunch and coordinate several class activities
- Developed & implemented Jones' classroom management strategies
- Maintained weekly contact with parents and students regarding student progress
- Regularly updated homework on website and student scores on eClass grades
- Reported monthly at department and faculty meetings

**Dover-Sherborn High School**                      2005-2007                      Dover, MA  
*Spanish Teacher*

- Prepared daily lesson plans for levels of Spanish 1A, 1B, 2A, 2CP, 2Honors
- Differentiated instruction and implement teaching strategies in accordance with 40+ IEP plans
- Served as freshman advisor and coordinate several class activities
- Developed & implemented Jones' classroom management strategies
- Maintained weekly contact with parents and students regarding student progress
- Regularly updated homework on website and student scores on eClass grades
- Reported monthly at department and faculty meetings
- Participated in first year teachers' mentor program
- Created and maintained a personal webpage linked to the school website

**Medfield High/Middle School**                      2004-2005                      Medfield, MA  
*Spanish Teacher*

- Prepared daily lesson plans for levels of Spanish 1, 2 and 3
- Displayed appropriate classroom management skills for many age levels
- Incorporated backwards design into the curriculum to create superior provisioning
- Utilized essential questions as an initial guide leading to differentiated instruction
- Participated in first year teachers' mentor program and faculty meetings

## EDUCATION

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**Montessori Institute of New England**    2019-2021                      Beverly, MA

- Early Childhood **Montessori Primary Credential** (2.9-6)
- 1200 Hours, GPA: 4.0

**American Montessori Society** (AMS) - Primary Montessori teaching credential at Montessori Institute New England (MI-NE) - extensive coursework (540 practicum hours):

- Course I: Practicum Seminars-A series of lessons based on readings from assigned Montessori and Child Development texts. This course prepares the learner for the Academic Workshop By inviting all participants to study the foundational materials for the Course prior to entry. (16 hours)
- Course II: **Academic Workshop** - The Academic Workshop includes lectures, presentation of the Montessori Materials, Supervised Practice, Presentation of Classroom Management and Observation Techniques, Overview of School Leadership and Administration,

Discussion of Album Requirements, Action Research and Curriculum Development.

- Course III: **Child Development** - Coursework includes: Theories of development, stages of development, areas of development: physical, cognitive, emotional, social; attachment theory, current research on brain development and special education. (32 Hours)
- Course IV: **Montessori Principles & Philosophy** - Coursework includes: History of Dr. Montessori's Life and Work, philosophy specific to the Montessori Method and Movement, role of the teacher/ directress, pedagogy, prepared environment, didactic materials.
- Course V: **Observation** - Coursework includes: Lecture and documented observation in the field of a minimum of 9 different Montessori programs. (32 hours)
- Course VI: **Practical Life** - Coursework includes: Care of Person, Care of Environment, Grace and Courtesy, and Control of Movement (36 Hours)
- Course VII: **Sensorial** - Coursework includes: Visual, Tactile, Auditory, Olfactory, Gustatory, and Stereognostic Work (36 Hours)
- Course VIII: **Language** - Coursework includes: Development of Speech, Pre-writing and Pre-reading Mechanics, The Function of Words, Grammar, Reading and Writing Programs, and Assessment Tools (36 hours)
- Course IX: **Mathematics** - Coursework includes: Introduction to Number, The Four Operations in the Decimal System, Passage to Abstraction, Fractions and Higher Math (40 hours)
- Course X: **Cultural Subjects** - Coursework includes History, Geography, Zoology, Botany, Ecology, Simple Machines, Astronomy, Geology, Social Studies, Art, Music and Movement. (29 hours)
- Course XI: **Classroom Leadership/Management/Parent Education/School Administration** - Coursework includes: Professionalism, ethical behavior, introspection, classroom management, environmental design, community resource and referral, administrative issues, parental involvement and education, child rearing practices, financial and budgetary issues, childcare policy and legislation, health and safety in childcare. (15 hours)
- Course XII: **Action Research Thesis Project** - Development of action research on an area of interest or toward the enhancement of direct practice in the Montessori classroom.
- Course XIII: **Practicum** - The Practicum consists of a full-time classroom experience of at least **540 hours** (over a nine-month period) in a Montessori early childhood setting that provides the Intern with supervisory support in the classroom and periodic observation and evaluation. The purpose of the internship is to provide the student with the opportunity for gradual, personal and practical experience as a Montessori Teacher. (16 hours)

- Course XIV: **Art, Music, Movement** (16 hours)
- Course XX: **Parent Involvement/Education**: Learn how to successfully integrate parents into the classroom and education them on pedagogy and philosophy. (8 hours)
- Course XXI: **Evaluation** - Final review and examinations are a requirement of the MI-NE Teacher Education Courses. During Course IV, students complete their examinations and present their final projects. Upon successful completion, students are awarded an American Montessori Society (AMS) Early Childhood Credential or an American Montessori Society (AMS) Associate Early Childhood Credential.

**Childcare Education Institute**  
[Director II Certification](#)

2023

Deluth, GA

- ADM101W Administrator Competency Statement 1
- ADM102W Administrator Competency Statement 2
- ADM103 Transportation and Field Trip Safety for Child Care Centers
- ADM103P1 Transportation and Field Trip Safety for Child Care Centers - A Practical Application Course
- ADM103W Administrator Competency Statement 3
- ADM104W Administrator Competency Statement 4
- ADM105W Administrator Competency Statement 5
- ADM112: Program Leadership-Staff Retention and Motivation
- ADM113: Elements of Program Management
- ADM115: Successfully Marketing your Program
- CCEI1015: Overview to the Online Director's Certificate Program
- CCEI059T: Principles from the NAEYC Code of Ethical Conduct
- CCEI1001: Curriculum: What is it and Why is it important?
- CCEI110A: Indoor Safety in the Early Childhood Setting
- CCEI110B: Outdoor Safety in the Outdoor Childhood Setting
- CCEI112A: Child Abuse: Signs of Abuse and Reporting Requirements for Early Childhood Professionals
- CCEI114A: Health and Hygiene in the Early Childhood Setting
- CCEI114B: Recognizing Infectious Diseases in the Early Childhood Setting
- CCEI1200: Assessing Young Children: Part 1- Introduction to Assessment
- CCEI1350: The Developmentally Appropriate Classroom
- CCEI520: Parent Communications: Building Partners in the Educational Process
- CCEI520P1: Parent Communication: A Practical Application Course
- CCEI540A: Nutrition III Preventing Foodborne Illnesses: Sanitation and Hygiene in the Childcare Environment
- CCEI640: Creating a Multicultural Environment

- CCEI770: Making Time! Time Management Skills for Administrators
- CCEI891: Developmental Domains in Early Childhood Development
- CCEI951: Leadership and Mentoring: Growing your Staff
- CCEI951P1: Managing a Center: A Practical Application Course
- CCEI954: Building a Team Environment
- CCEI955: Effective Methods of Evaluating Staff
- CCEI956: Budgeting Basics for Directors: Part I
- CCEI957: Budgeting Basics for Directors: Part II
- CCEI957P1: Budgeting Basics for Directors: A Practical Application Course
- CCEI959: Legal and Regulatory Issues for Child Care Centers
- CCEI960: Staff Communication: Educational Partnerships
- CCEI962: Successful Staffing
- CCEI962P1: Recruiting and Interviewing: A Practical Application Course
- CCEI980: Customer Service for the Center Administrator
- FAM100P: Family Involvement: A Practical Application Course
- NFS101: Nutrition and Food Service in Early Learning Environments
- PROF100: Stress Management for Child Care Providers
- PROF105: Adult Learning: Theories and Strategies for Trainers, Coaches, and Directors
- SPN106: An Introduction to Inclusion and Children with Special Needs

**Framingham State College**                      2006-2008                      Framingham, MA

- **Masters in Education**, concentration in Spanish
- GPA: 3.9

**The Education Cooperative**                      2005-2006                      Dedham, MA

- **Initial License** and professional portfolio
- Completed five graduate courses

**Universidad de Salamanca**                      2002-2003                      Salamanca, Spain

- **Masters Certificado**: Programa Especial Integrado
- Integrated International Studies

**University of Massachusetts-Amherst** 1997-2002                      Amherest, MA

- **Bachelor of arts**: dual major Spanish & Communications
- GPA: Spanish 3.9, Communications 3.6

Dean's List: Fall 1999 – Spring 2002

**Massachusetts StrongStart EEC**                      2019- 2023                      Online

- EEC Essentials (12 Hours)

- Child Abuse and Neglect (1 hour)
- Emergency Response (for Volunteers and Others not in ratio) 1 hour
- Emergency Response (1 hour)
- Potential Provider Meeting Group and School Age: Part 1 (1 hour)
- Potential Provider Meeting: Group and School Age Orientation (1 hour)
- Potential Provider Meeting: Group and School Age Part 2 (1 hour)
- Food Related Risk and Response (1 hour)
- Guidance for Reopening Child Care (1 hour)
- Hazardous Materials (1 hour)
- Infectious Diseases and Immunizations (1 hour)
- Introduction to Child Growth and Development (1 hour)
- Introduction to First Aid and CPR (.5 hour)
- Medication Administration (1 hour)
- Physical Premises Safety (1 hour)
- Safe Sleeping Practices (1 hour)
- Shaken Baby Syndrome (1 hour)
- Transporting Children (for drivers and monitors - 1 hour)
- Transporting Children (1 hour)

#### Miscellaneous

2023

Boston, MA

- Montessori Conference-American Montessori Society: 25 CPD Hours
- Child Care Administration (online)
- American Red Cross: Pediatric First Aid/CPR/AED w/Epinephrine injector
- Autism Spectrum Disorder (Alison Online- 1 hour)

#### ACCOMPLISHMENTS

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- **Licensure: EEC Family Child Care & Large Group EEC Child Care Owner and Administrator-Director Certification**
- Family Child Care: Massachusetts Department of Early Education and Care for Children ages birth to 14 years of age, maximum capacity of 10
- Massachusetts Department of Early Education and Care: Lead Infant Teacher
- Massachusetts Department of Early Education and Care: Lead Toddler Teacher
- Massachusetts Department of Early Education and Care: Lead Preschool Teacher
- Massachusetts Department of Early Education and Care: Director I & Director II Level Administrative License
- Montessori Early Childhood Certification 2-6 year old-American Montessori Society
- Currently possess Massachusetts Preliminary, Initial & Professional Spanish 5-12 Licenses, seeking Montessori Early Childhood Certification Ages 2-6

year old

- **Educational Travel:** In Dedham, I initiated a school movement toward educational student travel at the middle school and gained approval from the school committee, which resulted in a trip to Costa Rica. Additionally, I planned and organized a 9-day educational trip to Spain for 27 freshman and sophomore students at Dover Sherborn.
- **Freshman Class Advisor:** in this position I planned and executed several class activities including a ski trip, class picnic, a car wash, a semi-formal dance, the concession stand at sporting events and a magazine drive in which we raised over \$3000
- **Fluent:** reading, writing, and speaking the Spanish language. Until 2012, I traveled to Spain at least twice per year, maintaining currency with both the target language and culture
- **Extensive Computer Skills:** including various Microsoft applications, Blackboard, First Class, Grade Quick, eclass Grades, and Internet navigation
- **Student Groups:** I implemented “girls group” during lunch to create a safe environment for young women to share private matters with fellow students
- **Donation:** Coordinated a fundraiser and along with the students we raised over \$4000 for Koman for the Cure

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