

Coastal Montessori

— CHARTER SCHOOL —

The mission of Coastal Montessori Charter School (CMCS) is to produce highly-educated, self-directed, socially-responsible citizens who work collaboratively, respectfully, and peacefully as individual yet interdependent learners in a diverse and nurturing environment. Through the unique combination of empirically validated Montessori principles, localized charter governance, and open access, CMCS further aims to provide Georgetown County School District with an academically excellent, financially accountable public school choice.

CMCS seeks highly motivated and extremely dedicated Montessori teachers and administrators to bring the effectiveness of Montessori education to the public school arena.

POSITION AVAILABLE: **One (1) Assistant Director (grades 1 - 8)**
Reports to: Director
Direct Reports: Building Manager, Business Manager, Food Services Manager, Media Specialist

STARTING SALARY: **\$55,000**
Full time administrators receive insurance benefits as well as the opportunity to enroll in our retirement, which is a 403b with 5 percent matching.

HOURS: **220 Day Agreement**
School Year: 6:45 a.m. - 2:45 p.m., Monday - Friday
Summer Hours: 9 a.m. - 3 p.m., Monday - Thursday (hours may change)
Some travel required (accompanying students on field experiences, professional development training, community events, etc.)
75 percent attendance required for PTO and parent education events; all regular staff meetings; and several curriculum/literacy meetings

EXPERIENCE AND QUALIFICATIONS:

- Because every aspect of the school must be informed and guided by Montessori principles, it is vital that the incumbent understands and can articulate the essence of Montessori education, and have knowledge of its goals and objectives
- Montessori credentials, preferably from an AMI or AMS accredited program
- Master's or other post graduate degree in a relevant field, preferably education
- At least 5 years experience in a school setting, preferably a Montessori school
- At least 3 years experience serving as an assistant principal or administrator
- Leadership and supervisory experience involving successful motivation of staff and resources to achieve shared goals; as well as in hiring, performance management, and development of staff
- Administrative skills including organizational, operational and fiscal/budgetary experience
- Excellent oral and written communication skills
- Strong interpersonal skills
- Technologically proficient

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KEY RESPONSIBILITIES:

1. Overall

- To assist the director in facilitating and overseeing the delivery of the School's Mission Statement following both Montessori principles and regulatory compliance requirements
- Perform duties and responsibilities deemed reasonable and necessary, or as appointed by the director
- Pursue and maintain a positive school climate for staff and students
- Must be fiscally and ethically responsible
- Remain informed of legislation and other developments that may affect CMCS management, operation and policy

2. Planning

- Recommend annual goals to the director in keeping with incumbent's areas of responsibility
- Assist director with strategic plan (approved by board of directors)
- Assist director with annual budget (approved by board of directors)
- Develop, implement and evaluate all programs intended to deliver a shared vision of excellence in teaching and learning, firmly grounded in Montessori philosophy
- Assist director in developing year-long activities calendar.
- Manage weekly schedules including essentials and electives (PE, Band/Music Theory, Visual Arts, Spanish); staff and student lunches; student recess; and after school and summer programs

3. Student Behavior Management

- Responsible for addressing student behavior matters that have escalated beyond the classroom, working in cooperation with staff and parents, and in keeping with Montessori principles as well as all regulatory requirements
- Manage the PowerSchool System and oversee truancy issues

4. Facilities and Services Management

- Oversee the managers who facilitate daily opening, food services, custodial, trash/recycling, composting, landscaping, and maintenance, HVAC, etc.

5. Health and Safety

- Work with the staff and board of directors to establish, communicate and monitor health, safety and security requirements and measures to ensure the safety of CMCS students and staff

6. Staff Management

- Provide strong, professional and administrative leadership
- Assist staff in achieving annual and long-term goals
- Human Resource support (developing employment agreements, investigating and resolving in-house HR situations, serving on the hiring committee, assisting Director with annual reviews, etc.)
- Recruit substitute teachers

7. Community Engagement

- Champion the cause of public Montessori within CMCS and throughout the community
- Assist the director in recruiting new families, demonstrating a firm commitment to a racially and socio-economically diverse student body

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ABOUT THE SCHOOL:

Located in picturesque Pawleys Island, SC, Coastal Montessori Charter School is an authentic Montessori school and the only charter school in Georgetown County. We currently have 241 students (264 capacity) enrolled in grades 1 - 8 and will enter our seventh year of operation in the 2018-2019 school year, operating in a modern, well-equipped building.

Coastal Montessori Charter School is committed to the principle of equal opportunity in education and employment. CMCS does not discriminate against individuals on the basis of race, color, religion, sex, national origin, ethnic origin, marital status, disability, or age. We encourage and welcome minority candidates to apply.

ABOUT THE COMMUNITY:

Pawley's Island is one of the oldest summer resorts on the East Coast. This "postcard" beach community is located just south of Myrtle Beach and 80 miles north of Charleston. The area has abundant sunshine, tropical-like summers and very mild winters. Nestled between the Atlantic Ocean and the Intracoastal Waterway, there are endless outdoor activities, as well as excellent shopping and entertainment.

TO APPLY:

Interested prospects should send a **Letter of Intent, Resume** and **Three References** with phone numbers by **June 15, 2018**, via any of the following:

Mail:

Hiring Committee, Assistant to the Director
Coastal Montessori Charter School
111 Old Plantation Drive
Pawleys Island, SC 29585

Email:

montessoripimom@gmail.com

Fax:

843-235-0418

We thank all applicants for applying, however, only candidates selected for an interview will be contacted.