

Coastal Montessori

CHARTER SCHOOL

The mission of Coastal Montessori Charter School 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.

Coastal Montessori Charter School Seeks High-Quality Teachers

We are looking for highly motivated and extremely dedicated Montessori teachers to join Coastal Montessori Charter School (CMCS) in Pawleys Island, SC. If you are looking for a unique opportunity to bring the magic of Montessori education to the public school arena, this is the perfect place for you.

POSITION AVAILABLE: **One (1) Assistant Director (grades 1 - 8)**

STARTING SALARY: **\$50,000**
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: 7:30 a.m. - 3:30 p.m., Monday - Friday
Summer Hours: 9 a.m. - 3 p.m., Monday - Thursday

START: **August 14, 2017**

Candidate Requirements:

- A bachelor's and/or master's degree, preferably in education
- At least 5 years experience in a school setting, preferably a Montessori school
- A Montessori credential, preferably from an AMI or AMS accredited program
- At least 3 years experience serving as an assistant principal or administrator

The Assistant Director will Assist the Director with Any and All Tasks Deemed Necessary Including:

- Serving as the 504 coordinator
- Serving as the state testing coordinator
- Human Resource support (developing employment agreements, investigating and resolving in-house HR situations, serving on the hiring committee, assisting Director with annual reviews, etc.)
- Serving as a teacher evaluator/mentor for all lead teachers
- Managing facilities (daily opening, food services, custodial, trash/recycling, landscaping and maintenance, HVAC, etc.)

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- Strong written and oral communication skills
- Working with Director to keep Code of Conduct, Community Handbook and Employee Handbook current
- Overseeing student conduct/discipline using the Code of Conduct
- Truancy facilitator
- Managing weekly schedule including essentials and electives (PE, Band/Music Theory, Visual Arts, Spanish); staff and student lunches; student recess; and after school and summer programs
- Developing year-long activities calendar with Director
- Staff and student recruitment and retention; marketing CMCS
- Yearly participation in relevant professional development activities
- Attendance at 75 percent of PTO events; 75 percent of parent education events; regular attendance at staff meetings; and some curriculum/literacy meetings

About the School:

Located in picturesque Pawleys Island, South Carolina, Coastal Montessori Charter School is an authentic Montessori school. CMCS is the only charter school in Georgetown County. We currently have 218 scholars enrolled in grades 1 - 7. When we enter our sixth year of operation in the 2017 - 2018 school year we will expand our program to the 8th grade. At capacity we will serve 264 students in grades 1-8.

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.

Interested prospects should email the following items to Dr. Nathalie Hunt at nhunt@coastalmontessoricharter.org:

- Your resume
- A letter of intent
- Three references with contact phone numbers