

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 Media Clerk

We are looking for a highly motivated and extremely dedicated media clerk to join Coastal Montessori Charter School (CMCS) in Pawleys Island, SC. If you are looking for a unique opportunity to support our media specialist within a Montessori environment and collaborative community, this is the perfect place for you.

POSITION AVAILABLE: One (1) Media Clerk

STARTING SALARY: \$12.50+ hour
Part time: 12 - 15 hours a week

HOURS: School Year: 8:00 a.m. - 11:00 a.m., Monday - Friday

START: February 1, 2017

Candidate Requirements:

- An associate's or bachelor's degree
- At least 1 year of experience in a school setting
- Willing to learn and apply the library systems and policies
- Proficient with PC operating systems
- Patience, empathy, and compassion for children
- Understanding of the Dewey Decimal System

The Media Clerk will Assist the Media Specialist with Any and All Tasks Deemed Necessary Including, But Not Limited To:

- Helps organize and maintain the routine operation of the school media center; receives, processes, circulates, and shelves print and non-print materials
- Performs a variety of support functions including answering the telephone, preparing and sending overdue notices, locating lost materials, and inspecting books and periodicals for damage and performing repairs as necessary
- Assists in maintaining routine records and files related to media center activities, including circulation of books, monies collected, and lost materials

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- Assists in preparing displays and developing themed book lists
- Assists in inventory activities as required
- Assists students in learning basic information skills including the use of the library catalogue and SC Discus resources
- Assists students and teachers in locating and selecting appropriate materials
- Maintains the media center in a clean and orderly condition

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. In our sixth year of operation, we currently serve 264 scholars enrolled in grades 1 - 8.

Lower Elementary: Grades 1 - 3

Upper Elementary: Grades 4 - 6

Middle School: Grades 7 - 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