

# Coastal Montessori

— CHARTER SCHOOL —

111 Old Plantation Drive, Pawleys Island, SC 29585

**Position Available:** Director, Coastal Montessori Charter School

**School Overview:** Coastal Montessori Charter School (CMCS), opened in August 2012, and is a public, Montessori charter school for children in Grades 1 – 8. Over 250 students are currently enrolled at CMCS. CMCS is governed by a Board of Directors and each class is led by a certified Montessori teacher.

**Job Purpose:** This position exists to facilitate and oversee the delivery of the School’s Mission Statement, namely, “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.” The incumbent reports to the School’s Board of Directors to accomplish the major goals established by the Board and does so following both Montessori principles and all applicable regulatory requirements.

**About the Community:** Pawleys Island is one of the oldest summer resorts on the East Coast. This “postcard” beach community is located just south of Myrtle Beach and 72 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.

## **Qualifications:**

1. Required Qualifications:
  - Master’s Degree in a related field, preferably from an accredited program/school with a major in educational administration
  - A valid South Carolina teaching certificate in Elementary Administration or similar license from another state
  - Knowledge of, and experience with, charter school regulations, standards, and laws
2. Preferred Qualifications:
  - 3 years’ experience and/or training as a principal or school administrator
  - 7 years’ experience in a school environment, preferably elementary or middle school
  - Montessori experience and credentials (preferably from an AMI or AMS accredited program)
  - Experience in multi-age, elementary educational setting

## **Position Responsibilities:**

1. Operational Duties
  - Serves as chief administrative and supervisory official of the school, responsible for planning, implementation and supervision of school activities
  - Oversees all issues concerning the school as a whole and acts as a facilitator of communication among parents, teachers, other staff, and the community
  - Ensures compliance with all applicable local, state, and federal regulations (e.g., FERPA) and laws governing public charter schools in South Carolina, including, but not limited to, preparation of all reports, records, lists and all other paperwork required or appropriate for the school’s administration

- Ensures the Montessori philosophy, program, curriculum, and environment are maintained, ensures compliance with CMCS's charter, and helps to prepare and submit CMCS's charter for renewal
  - Develops the school's budget for approval by the Board, monitors revenues and expenditures against approved budget, dealing with any issues that arise in a timely manner
  - Manages the School's resources responsibly, both fiscally and ethically
  - Helps to identify and recommend additional revenue sources for the school, including, but not limited to grants, fundraising, or other opportunities and assists in planning and execution of the same
  - Facilitates the planning, development, implementation and evaluation of all programs intended to deliver a shared vision of excellence in teaching and learning, firmly grounded in Montessori philosophy
  - Acts as 504 (special-services --LEA) coordinator, oversees IEPs, and homebound administration, ensuring compliance with IDEA and all governing laws and reporting requirements
  - Serves as the state testing coordinator for the school
  - Coordinates school operations and functions with Georgetown County School District (GCSO) where necessary
  - Supervises adherence to GCSO Crisis Plan
  - Pursues and maintains a positive school climate for students
  - Remains informed of legislation, and other developments, that may affect CMCS management, operation and policy, and informs the Board accordingly, and/or implements the necessary changes
2. Staff/Employee Management
- Adheres to applicable state law and CMCS policies regarding human resources
  - Acquires talent in accordance with charter and state requirements governing teacher licensure and Montessori certification
  - Maintains accurate employee records and all related documentation as required by state law and charter policies
  - Oversees teacher and staff development, licensure, certification, and re-certification
  - Provides on-going performance feedback, coaching, and ensures that annual performance reviews of staff, SLO goal progress, and annual employment agreements are up to date
  - Ensures the annual re-appointment process of staff is completed in a timely way and within budget
  - Makes 'effective recommendations' to the Board or its appointed representative with respect to employee/staff hiring, firing, promoting, disciplining, and other actions which impact an individual's or a group's compensation
  - Develops and supervises appropriate evaluation materials for the charter school
  - Helps to ensure a positive school climate among staff
3. Board Relations & Reporting Requirements:
- Recommends annual goals to the Board in keeping with both all relevant Strategic Plans and/or Documents the School operates under and assists the Board in reviewing and revising these plans
  - Presents an annual budget to the Board for its consideration and approval

- Provides accurate and timely communication of Board policies and strategic initiatives to teachers, staff, GSCD, and the community
  - Ensures thorough and timely implementation and compliance with CMCS Board policies
  - Reports to the Board regularly on the status of all school operations, and immediately on matters which may become an issue for parents, our authoritative bodies, and/or the community
  - Assists with the development of policies and contracts for Board approval and long range operational planning for CMCS
4. Community Liaison
- Champions the cause of public Montessori education and advocates on behalf of the School's students within the school and in the community
  - Acts as a liaison and a collaborative leadership figure to students, families/parents, the PTO, and the community
  - Establishes and maintains a cooperative relationship with GCSB and other GCSB schools
  - Serves as contact to Public Charter School Alliance of South Carolina, DPI, and US Department of Education
  - Enlists the support of volunteer and others in the community to help accomplish the goal of creating an environment that fosters the success of all students by reaching out and building strong partnerships with the community
5. Student Recruitment and Retention
- Develops, supervises, and helps to implement a comprehensive and effective recruitment and retention plan
  - Demonstrates a firm commitment to recruiting a racially and socioeconomically diverse student body
  - Ensures compliance with all applicable laws and regulations and CMCS policies as related to student recruitment, enrollment, and retention

**Position Knowledge, Skills, and Abilities:**

1. Broad and current knowledge of Montessori curriculum and instruction
2. Dedicated and committed to Montessori philosophy
3. Demonstrated management and leadership abilities and demonstrated ability to obtain results from others.
4. Ability to engage in long-term planning and strategic thinking
5. Ability to organize and manage multiple priorities
6. Possesses excellent interpersonal skills and can effectively engage with stakeholders at all levels of CMCS and the community
7. Looks for ways to improve and promote quality and demonstrates accuracy and thoroughness
8. Possesses research skills to help evaluate and implement best practices
9. Skilled in working with large amounts of empirical data, to interpret data, to detect errors, and prepare reports
10. Skilled and comfortable working with financial data, highest understanding of financial management needs and reporting requirements

\*\* The above statements are intended to describe the general nature and level of work required for this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of people performing this job.

**Additional Position Details:**

Start Date: June 24th, 2019

Working Agreement: 240 Day Agreement

Compensation and Benefits:

- Compensation: Dependent on experience and qualifications
- Benefits: Full-time administrators receive insurance benefits as well as the opportunity to enroll in our retirement, which is a 403b with up to 5 percent matching

**Application and Hiring Process:**

A review of applications will begin on February 22, 2019. All applications received by this date will be reviewed. Those received after this date may be reviewed as needed. Applications will be received until the CMCS Board has sufficient qualified and viable candidates for interview and hire.

For consideration, please provide the following as attachments to CoastalMontessoriBoard@gmail.com:

- 1) Cover Letter addressed to CMCS Board
- 2) Resume or C.V.
- 3) Three (3) professional references and last or current last supervisor (If there is an issue with contacting your current supervisor/Board, please so state and explain the reason or reasons)
- 4) Two Letters of Reference
- 5) Salary expectations

If you have questions about the position, school, or the application process, please send an email to CoastalMontessoriBoard@gmail.com.

**Notice:** Coastal Montessori Charter School is an Equal Opportunity Employer