## Job Vacancy: Team Associate III (Montessori), Elementary Learning Community
### Certified Administrator 210 Days

### Purpose
Ensures the oversight of training and implementation for the Montessori Programs through a variety of activities and procedures which support hiring, training, coaching and support for Montessori programs in conjunction with CCSD policies and procedures.

### Required Qualifications
- Masters; at least three (3) years teaching in Montessori schools and Montessori trained; must meet standards for SC State Board of Education teacher certification; proven competence in the use of technology resources and systems in the classroom; and experienced in providing professional development opportunities for teachers.

### Preferred Qualifications
- American Montessori Schools certification and varied experiences in Montessori education as well as ability to communicate with a variety of people and coordinate events and trainings.

### Primary Responsibilities
1. Provides guidance regarding Montessori Choice Programs in Charleston County School District.
2. Supports teachers in delivery of instructional goals and objectives specific to Montessori instruction.
3. Supports teachers in the collection of descriptive data pertaining to state, federal and local reports compiled by the district or for School Level Program development and planning.
4. Provides guidance to teachers in operating and utilizing approved CCSD software and systems.
5. Identifies, develops, and presents professional development needed within the Montessori schools.
6. Observes Montessori classrooms and provides support as appropriate.
8. Plans and delivers parent information sessions on Montessori programs as needed.
9. Supports district initiatives.
10. May serve as LEA designee for IEP meetings for Montessori students when necessary.
11. Administers Montessori budget to include fees for credentialing, training, and conferences.
13. Provides updates on Montessori school progress to Director(s) of Elementary Learning Community as needed.
14. Attends meetings as required by supervisor including all Coaching meetings and trainings.
15. Visits targeted schools weekly for support/coaching, observation and feedback for teachers and principals and attend parent conferences or talk with new perspective parents about Montessori.

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16. Facilitate monthly meetings with principals, instructional coaches and teachers from each level for support in management, curriculum, district initiatives, SLO’s and network meetings at each level.

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<thead>
<tr>
<th>Secondary Responsibilities</th>
<th>1. Performs additional duties as assigned.</th>
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<tbody>
<tr>
<td>Salary</td>
<td>$47,560 - $72,744</td>
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