

Hiring Head of School Charles Towne Montessori



A Rewarding Leadership Role in an Established, Innovative Montessori

Do you have the requisite skills, experience, and passion for Montessori education to serve as Charles Towne Montessori's next HOS? The Board invites qualified applicants for the school's lead administrative position. We seek a motivated candidate with experience in academic leadership, organizational development, and Montessori education. Generous benefits package; salary commensurate with experience.

Want to Know More?

Interested candidates should send a cover letter and resume or CV to Dr. Ben Earwicker, J.D., Ph.D. for review and consideration. Successful candidates will be contacted for first-round remote interviews, and finalists will be invited to interview on CTM's Charleston, SC campus. Send application materials to Dr. Earwicker at CTM-Search@virtualmediation.org

More Information About Charles Towne Montessori

CTM is one of South Carolina's oldest and most distinguished Montessori Schools.

Read more about our programs, mission, administration, and teaching staff on [our website](#).

See the Montessori Method in Action.

Follow CTM on [Facebook](#), [Instagram](#), and [YouTube](#) to learn more about our programs and opportunities for families, students, teachers, and staff. .

[Apply Now](#)

Live and Work in Beautiful Charleston, SC



Enjoy a Vibrant Culinary Scene, Rich History, Beautiful Architecture, and More.

Charleston is known for many "firsts," from the first golf game in the U.S. to the first theater, museum, and public library in the country. The city's distinctive historical "single houses" feature double- or triple-decker porches or "piazzas" facing south and west to catch cool coastal breezes. From legendary pirates to prisons for signors of the Declaration of Independence, Charleston boasts some of the oldest and most influential history in the country.

From [Discover South Carolina](#), SC's Official Tourism Site

Ready to Experience Rich Culture and Southern Hospitality?

See for yourself why it's one of the most popular vacation destinations along the East Coast. From carriage rides through historic downtown to catching some rays on the beach, there's always something exciting to do in the Holy City.

Learn More at [Discover South Carolina](#), SC's Official Tourism Site

More Information About Living in South Carolina

SC.gov offers resources and information about everything from real estate, activities, schools, and more.

Visit [SC.gov](#) for information about South Carolina, and [Charleston-SC.gov](#) for city-specific information..

Download the Charleston Visitor Guide and Plan Your Next Visit.

For all the best information on Charleston activities, lodging and housing, dining, and more, visit [Explore Charleston](#).

Essential Job Functions

1. Operations Management and Parent Relations
 - a. Foster the parent/school partnership by supporting and participating in communication with parents, between teachers and parents, and among staff members.
 - b. Ensure adherence to the CTM Montessori standards for compliance with AMI/AMS accreditation standards.
 - c. Partner with the Parent's Association on community and fundraising events.
 - d. Oversee adherence to state health and human services regulations.
 - e. Plan the school's summer program.
 - f. Plan and coordinate parent education and student retention events.
 - g. Communicate with school counsel to ensure legal compliance as needed.
 - h. Oversee advertising, marketing, announcements, news and updates with the IT and Admissions administrator.
 - i. Observe classrooms regularly.
 - j. Coordinate the annual school calendar with administrative staff.
 - k. Coordinate staffing with HR admin., including subs and summer staff.
 - l. Maintain an up-to-date emergency plan.

2. Staff Management
 - a. Manage recruitment and hiring of admin. and teaching staff.
 - b. Coordinate staff orientation and onboarding with HR administrator.
 - c. Work with HR administrator on staff coaching, progressive discipline, and terminations as needed.
 - d. Assist HR administrator with staff training opportunities, conferences, and other professional development.
 - e. Conduct annual performance evaluation for all administrative staff.
 - f. Schedule and facilitate regular staff, level, and individual meetings with employees.
 - g. Coordinate with HR administrator on staff training, policy review, team building.

3. Financial Oversight and Budgeting
 - a. Review and approve or deny all large purchases and invoices.
 - b. Prepare annual budgets and present them to the board.
 - c. Review monthly financial reports with the finance administrator.
 - d. Oversee insurance purchases and inspections. Report this to the board annually.
 - e. Monitor bank and credit accounts, accounts receivable and payable, and other transactions.

4. Capital Projects and Campus Development

- a. Research and apply for grants; supervise and assist the financial administrator with capital development projects.
 - b. Plan and execute fundraising events.
 - c. Cultivate donor relations and expand the school's donor base.
 - d. Enhance community relations and participate in community events, presentations, and forums.
 - e. Plan for future growth and development of campus facilities.
 - f. Oversee campus building, maintenance, and construction projects.
5. Policy Development and Systems Improvements
- a. Manage the HR administrator's development of policies and policy manuals. Review annually or more often as needed.
 - b. Improve operational procedures, systems, and workflows in each of the areas of school operation.
 - c. Coordinate technological upgrades, new software and programs with the IT administrator.
 - d. Coordinate benefits and HR platforms with the financial and HR administrators.
6. Strategic Planning and Board Collaboration
- a. Lead strategic planning initiatives with the Board and other key stakeholders.
 - b. Attend Board meetings, present relevant reports, and collaborate with the Board.
7. Professional Development and Montessori Networking
- a. Attend Montessori conventions, workshops, and refresher courses.
 - b. Work to build and support diversity, equity, and inclusion at CTM.
 - c. Engage with Montessori schools and leaders to enhance and broaden connections.
 - d. Engage with regional private school leaders to build community among independent learning institutions in the Charleston area.
 - e. Seek opportunities to present the benefits of Montessori education to local/regional groups.

Expectations and Required Skills: What We Expect For This Role

1. Exceptional organizational, oral, and written communication skills:
 - a. Engaging with families, administrators, and teachers in an upbeat, helpful, and professional manner.
 - b. The ability to communicate clearly, succinctly, and accurately on a range of topics.
 - c. Minimal grammatical errors, misspellings, or other technical writing flaws.
 - d. Clear, direct, and professional communications with teachers, administrators, families, and other third parties.
 - e. The ability to act quickly in stressful situations and use good judgment when addressing conflict, unwanted calls, or other issues that arise.

- f. The capacity to manage large quantities of information while creating and maintaining efficient organizational systems for tracking, monitoring, and record-keeping.
2. A strong work ethic and commitment to Montessori education:
 - a. Clear effort to do your best work; showing up each day with a positive, professional attitude and approach to your important role.
 - b. An expressed interest in learning the essential functions of your role, but also the broader work of the school and the importance of a Montessori education.
 - c. Flexibility in your role when tasks and duties shift as needed to support the operation of the school.
 - d. Leading by example: demonstrating a commitment to Montessori education, ongoing professional development, and ethical conduct.
 3. The ability to collaborate, maintain confidentiality, and support students' education:
 - a. Learning to support teachers and administrators effectively and efficiently.
 - b. The ability to work with many different personalities, roles, and students.
 - c. A willingness to offer administrative support to administrators, teachers, and families.
 - d. Demonstrating compassion and respect toward students while adhering to the best practices of the Montessori philosophy.
 - e. Maintaining the privacy and confidentiality of office conversations, school business, student and parent information and health records, and any other employment-related issues.
 4. Physical requirements of the role:
 - a. The ability to lift and carry up to 20 lbs. at least once daily, moving records, supplies, and materials throughout the campus.
 - b. The ability to move quickly to assist as needed with carrying a child.
 - c. The ability to physically move and rearrange classroom furniture and supplies.

Minimum Qualifications

- Bachelor's degree in a related field.
- Background in Montessori education.
- 5 or more years of related school administrative or leadership experience.
- Experience with personnel management, performance evaluation, investigations, and legal compliance.
- Experience with board and donor relations, fundraising, and capital development.
- Experience managing a comparable budget and financials.

Preferred Qualifications

- Master's degree or higher in a related field.
- 10 or more years of relevant administrative and managerial experience.
- Experience with grant writing.
- Experience with community outreach and strategic planning.
- Completion of the WSL or comparable school leadership training.
- Montessori teaching credential.

