City Garden Montessori School

Position: Director of Summer School - Grades K to 8

Located in St. Louis, City Garden is in its 14th year as a charter school, having received a second 10 Year Charter with the state of Missouri in 2017. We began in 2008 with 53 students; now, we have over 400 children in preschool through eighth grade. As we grow, we continue to seek individuals to join us who share our vision for academic excellence for all children, rooted in equity and social justice.

Under the direction of the School Principal, the Director of Summer School is responsible to plan, hire for, recruit students for and coordinate all aspects of summer school, which is in session from mid-June to mid-July 2022.

Most Exciting Part of the Job

- Planning curriculum and activities for summer school
- Recruiting qualified teachers, assistants, and student support workers
- Finding and coordinating substitute teachers and assistants as needed
- Recruiting students who qualify for government funding to attend summer school
- Coordinating and overseeing summer school
- Maintaining student attendance and other records
- Regular and timely communication with parents and guardians
- Maintaining COVID-19 protocols for in-person learning

Minimum Qualifications

- Bachelor's Degree, Master's preferred
- 6+ years of education experience in a school setting
- MO State Certification in Education

Compensation

The compensation for fulfilling the responsibilities of the Director of Summer School is $7,000. This is a seasonal position and does not offer benefits, sick time, or vacation.

To Apply

Submit your resume and a cover letter highlighting why you are interested in this position to jobs@citygardenschool.org

City Garden Montessori School is an equal opportunity employer and an organization that values diversity, equity and inclusion. Recruiting staff to create an inclusive organization is a priority, and we encourage applicants from all cultures, races, ethnicities, religions, sexes, national or regional origins, ages, disability status, sexual orientations, gender identities, military or veteran status, or other statuses protected by law. All candidates are evaluated solely on their qualifications to perform the work required.