



## City Garden Montessori School

### Director of Summer School – Early Childhood

Located in St. Louis, City Garden is in its 16th 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 nearly 200 children in Pre-K through Kindergarten. 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 for planning curriculum, hiring staff, recruiting students, and coordinating all aspects of summer school, which is in session June 3rd to June 28th, 2023.

### Responsibilities

#### Preparing for Summer school: Begins immediately upon being hired

- Recruiting qualified teachers, assistants, and student support workers
- Recruiting students who will be enrolled in City Garden in Fall 2024 to attend summer school
- Working with the School Principal to plan curriculum and activities for summer school
- Creating orientation training for summer school staff
- Work to prepare for Summer School starts as soon as possible and extends until June 2, 2024
- We estimate these activities to take between 5-10 hours per week, approximately 50 hours total

#### During Summer School

- Supervision and scheduling of summer teaching and support staff
- Managing the summer school budget
- Maintaining student attendance and other records
- Coordinating with the Special Education team to schedule needs assessments for incoming Pre-K and K students
- Regular and timely communication with parents and guardians
- Your attendance is required every day students are in session.
- Estimated 160-170 hours

## Post Summer School

- Ensure all classrooms are restored to the pre- Summer School condition
- Ensure all attendance records are in order and provided to School data person for submission
- Estimated 5-8 hours

## Minimum Qualifications

- Education/ Experience Requirements
  - Bachelor's Degree, with at least 5 years of experience as a certified teacher in Early Childhood
- OR -**
- At least 5 years of experience as Lead Guide at City Garden Montessori
- Experience supervising academic and support staff
- Understanding of budgets, and the importance of staying within an established budget
- Experience maintaining student attendance and other records
- Exemplary organizational skills
- Strong written and verbal communication skills
- Experience with Google applications, especially Gmail, Calendar, and Drive
- Have demonstrated ability to work cooperatively with others
- Willingness to assume any responsibilities appropriate for the position
- Demonstrated commitment to equity and anti-biased/anti-racist principles

## 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 detailed cover letter which highlights why you are interested in this position at this [LINK](#).

*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.*