



2 Montessori Way  
Camden, South Carolina 29020  
Phone: 803.432.6828 Fax: 803.432.6422

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**Position:** Primary Classroom Director (Grades 3K-4K-5K / Age 2.5 - 6 years)

**Nature of the position:** The Classroom Director supervises all aspects of the classroom following the principles of Dr. Maria Montessori. She interacts with parents, colleagues, administrators, and the general public in a professional, peaceful manner consistent with the Code of Ethics. She maintains professional standing by membership in a professional organization and by participating in Montessori training, annual conferences, and other educational opportunities as needed. She collaborates closely with assistants, colleagues, and administrators to ensure smooth coordination of efforts.

**Qualifications:** The fully qualified candidate:

- a. Holds a Bachelor's Degree
- b. Has completed a Montessori certification course at the appropriate level offered by a MACTE-accredited teacher education program.
- c. Holds SC State Licensure for Early Childhood Education
- d. Has demonstrated the leadership and management skills necessary to manage all aspects of the position.

**General duties:**

Adhering to Montessori philosophy and principles, the ideal candidate will:

- Maintain the prepared environment to nurture each child's growth and development.
- Adhere to DSS guidelines and ABC Quality Guidelines
- Develop materials as necessary to enrich the curriculum and meet educational objectives.
- Maintain and keep current appropriate student records.
- Plan for continuing professional growth by maintaining membership in professional society and attending professional development workshops.
- Communicates with parents on a regular basis, including but not limited to: maintaining accurate records in Transparent Classroom (training provided if needed), hosting parent teacher conference per the school calendar, minimum of monthly classroom updates to families, completion of incident reports and responding to parent concerns, questions and feedback in a timely fashion.
- Supervises, mentors, and develops the skills of assistants (and/or interns) to produce a respectful, safe, creative environment by routinely providing feedback
- Participates in the school identified feedback process (currently ADEPT & DERS)
- Contributes to the spirit of teamwork in and overall success of the school by showing participatory energy, enthusiasm, and allegiance to MSC. Attends and participates in school and staff social functions, in-service workshops, and fundraisers.
- Participates in the debates and offers suggestions in discussions of direction of the school at staff meetings, Annual General Meeting of the Board of Directors, and as other opportunities present themselves. Volunteers to sit on and lead committees.
- Performs routine administrative and cleaning tasks related to the success of the classroom.
- Other duties as assigned by the Head of School that relate directly to the successful execution of a Montessori Early Child program.

**Supervision and feedback:** Head of School

**Salary & Benefits:** Per the MSC Policy and Procedures Manual Salary Schedule