Corpus Christi Montessori School
A Free Public Charter

822 Ayers Street
Corpus Christi, Texas
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www.cc-montessori.com

Corpus Christi Montessori School (CC-Montessori) offers a challenging and comprehensive curriculum built on the philosophy of Maria Montessori to children in first grade through eighth grade. We are a small public charter with approximately 150 - 160 students. We place a strong emphasis on academics, social emotional skills and independence utilizing the montessori curriculum. Students work and learn in mixed-age classes led by teaching teams of thoughtful and well-trained professionals that are Texas Certified and also hold Montessori Credentials. The students have exposure to a full range of academic and artistic courses. CC-Montessori also offers an after-school program and extra-curricular activities.

CC-Montessori is an equal opportunity employer seeking candidates who will embrace the tenets of Montessori Education, as well as the principles of equity and social justice, professional excellence, and community.

Job Description: Director or Principal of Corpus Christi Montessori School

Start Date: June 2025

Reports to: Superintendent

Brief Description: The Principal of Corpus Christi Montessori School works closely with the Administrative Team to support and deliver a challenging and engaging curriculum and learning experience to children in our programs.

11-month position

Responsibilities

Director of the school is accountable for the excellence of our Public Montessori Program. Working closely with all staff, contract employees, and PTO, the Director will lead the ongoing work to develop and assess the program in accordance with the school's Strategic Plan goals and objectives. The Director will manage a staff consisting of Teachers for Lower Elementary, Upper Elementary, and Adolescence, for children ages six through fourteen years of age, along with Special Ed, ESL, and contract staff. Specific duties include the following:

Supervision

- Assist the superintendent with recruiting, hiring, training, supporting staff, supervising, and evaluating the staff in compliance with the American Montessori Society and T-TESS.
- Collaboration with Chief Financial Officer on budget and ordering process
- Maintain an organized and orderly environment in the school building
- Oversee the maintenance of student records with the Campus Secretary and PEIMS Coordinator.

- Supervise and coordinate the preparation of reports for parents in accordance with the established policies of the School. Review these reports before sending them to parents.
- Participate in the admissions process for first grade applicants: participate in admissions tours as appropriate, assist in prospective student and parent meetings as needed, consult with the Admissions Committee about admissions decisions
- Investigate student discipline issues as they arise
- Participate in campus activities and extracurricular events

Program Development

- Run weekly meetings for teaching teams and support service personnel
- Plan and coordinate parent meetings and follow up on student progress with teachers
- Oversee the review and development of schedules and curriculum for the elementary and adolescent programs
- Participate in planning the school calendar
- Work with Senior Administrative Team on planning, tracking, and achieving Strategic Plan goals
- Participate as a member of the CC-Montessori Leadership Team
- Participate in the planning and leading of regularly scheduled all-school staff development meetings/trainings
- Organize and support parent education and curriculum presentation events
- Establish and maintain a positive and professional relationship with students, faculty, staff, parents and trustees
- Work closely with Director of Communications and Marketing to support school-wide communications goals
- Work closely with the Superintendent to support school-wide fundraising goals
- Comply with and enforce the established policies and procedures of Corpus Christi Montessori School
- Help create and maintain a culture of error and accountability within a growth mindset
- Perform various reasonable tasks as requested by the Superintendent.

Requirements

- Montessori teaching or administration credential and/or Masters degree in Administration or Educational Leadership
- A minimum of 5 years of education including supervisory experience, ideally with a Montessori and/or independent school
- Texas State Teacher Certification
- Experience working with state agencies on requirements and practices
- Previous Montessori classroom experience preferred
- Knowledge of educational best practices, specifically for children ages six through 14
- A capacity for strategic thinking with the ability to look to the future, anticipate needs, develop new initiatives, and implement short- and long-term plans
- Demonstrated success in leading a capable team, including hiring knowledgeable professionals, articulating and evaluating individual and departmental goals, and providing ongoing evaluation, motivation, and feedback
- Strong oral and written communication skills and the ability to articulate ongoing progress toward program goals
- Honesty and personal integrity as overarching values in dealing with others

- Organizational skills, capabilities for self-direction, flexibility, and practicality to respond to changing priorities and unexpected situations
- A team player with a positive outlook who seeks solutions to problems
- A leader whose dedication, work ethic, creativity, energy, and high standards inspire colleagues

The salary range is $55,000 - $65,000 commensurate with experience, qualifications and aligned with the school's financial landscape.

Corpus Christi Montessori School has an institutional commitment to the principles of diversity, social justice, and equity. In that spirit, CCMS does not discriminate in violation of the law on the basis of race, religion, creed, color, gender identity or expression, sexual orientation, age, physical challenge, national or ethnic origin, ancestry or any other characteristic.