



# Corpus Christi Montessori School

A Free Public Charter

822 Ayers Street  
Corpus Christi, Texas  
(361) 852-0707  
www.cc-montessori.com

Corpus Christi is an established charter school in Corpus Christi, Texas serving first through grade eight. Our success is based upon its strong leadership, committed staff, emphasis on the Montessori philosophy and environmental education, and focus on meeting the needs of all students. We have a positive school culture, and engaged school community.

## The Position

The Assistant Principal guides, alongside the Superintendent in the implementation of the mission and vision of the school, maintains high academic standards in curriculum, educational practices, student performance, special needs students, while maintaining a stable and nurturing school environment for faculty and students. The Assistant Principal provides strong organizational and instructional leadership that ensures high student outcomes.

## Qualifications

Texas certification in Educational Leadership, School Principal, or Administration, or Administration and Supervision required. Three (3) years of related professional experience required. Master's Degree required. Preference will be given to candidates with a demonstrated track record of:

- Successful charter school leadership experience;
- Implementing Montessori or hands-on approach to learning;
- Grant writing;
- Experience working with community stakeholders
- Experience working with Special Education students
- Successful school performance.

## Terms

The Principal reports to the Superintendent; this is a eleven (11) -month position. The Assistant principal will be evaluated annually.

## Duties and Responsibilities

Duties and responsibilities of the Assistant Principal fall into the following categories:

**Leadership** –The Assistant Principal is expected to:

- Develop and implement the Corpus Christi Montessori School vision and mission;
- Maintain flexibility while adapting to changing needs of students, families, and staff;
- Work collaboratively with school and community stakeholders;

*The greatest gifts we can give our children are the roots of responsibility and the wings of independence."*

—Dr. Maria Montessori

- Implement, evaluate progress and report the school's goals and report to the Superintendent;
- Maintain a positive school climate and a safe and healthy environment; and
- Encourage and motivate teachers and students to perform to the best of their ability.

**Curriculum and Instruction** –The Assistant Principal is expected to:

- Plan, implement, and evaluate the school's instructional program based on student needs and within state guidelines;
- Serve as instructional leader, coach, and teacher mentor for instructional improvement;
- Be resourceful in order to ensure the instructional and programmatic needs of students and staff are being met;
- Compile and prepare all student achievement outcomes;
- Supervise and coordinate school-wide programs
- Review teacher lesson plans and instruction to ensure correlation with the Montessori and State Standards;
- Coordinate and supervise the testing and assessment program;
- Collaborate to develop contingency education plans (distance/blended learning) and student-teacher-family communications; and
- Ensure that all academic components of the school's charter are being met.

**Student Outcomes** –To ensure students achieve to their greatest potential, the Assistant Principal must:

- Solicit input from all stakeholder groups and facilitate the development of a School Improvement Plan (SIP) that addresses all aspects of school and student performance;
- Support data-based decision making and implementation of an organized, coherent, and effective Multi-Tiered System of Supports (MTSS); and
- Ensure accountability measures are presented to the Superintendent

**Faculty and Staff** –To effectively lead the faculty and staff, the Assistant Principal must:

- Coordinate to determine staffing needs;
- Collaborate to supervise all staff;
- Coordinate, supervise, and conduct the evaluations of staff;
- Collaborate and cultivate relationships with potential community partners.

**School Environment and Facilities Management** –To effectively manage the facilities and the school environment, the Assistant Principal must:

- Supervise all students ;
- Implement and enforce attendance and tardy policies and procedures for all students;
- Enforce the discipline plan and assist teachers with all concerns and issues related to student behavior;

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- Implement school rules, policies, and procedures;
- Collaborate with others to plan and participate in special events; and

**Public Relations** –To champion the mission and vision of the school within the school community and the community at large, the Assistant Principal must:

- Recruit students and faculty for the school when needed;
- Facilitate frequent communication to the parents of the school community;
- Interpret the educational program of the school and school system to the community;
- Continue established business partnerships and positive relationships with community leaders; and initiate fundraising activities.

**Professional Development** –The Assistant Principal must lead by example regarding continuing education and professional development. To lead effectively in these areas, the Assistant Principal must:

- Participate successfully in the training programs offered to increase the individual’s skill and proficiency related to the assignment;
- Identify relevant professional development opportunities and engage staff in professional development activities aligned with educational program;
- Be familiar with Charter School Laws in Texas, understand how they may impact the school, the intended spirit of the requirements, and report to the Superintendent regarding any significant changes or developments.

**Administrative** –To ensure administrator duties are implemented effectively, the Assistant Principal must:

- Oversee the grade reporting system;
- Collaborate and coordinate student registration, scheduling, master scheduling construction;
- Maintain records such as, but not limited to: student test scores, attendance records, overseeing individual educational plans, educational plans, and Section 504 plans; and all other reports as needed for efficient operation of the school and compliance with federal, State and local requirements; and

**Application deadline is May 28, 2021.**

Job Type: Part-time or Full-time

Pay: \$60,000+ full time based on experience

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