

1.5 Staffing

14 Del. C. § 512(6)

Staff Structure [14 Del. C. § 512(6)]

1. The information below provides an overview of the staffing requirements...Detailed position descriptions and an organizational chart is provided in Attachment 8.

Head of School (1 position)

Summary of Position: The Head of School is accountable for the operations of the program and activities of Sussex Montessori, in keeping with the mission and vision of the school and the direction as set by the SMS Board. The Head of School must represent the Board and embody the vision of the school in its relations with faculty, staff, students, families and the community.

Education Director (1.0 position)

Summary of Position: The Director of Education is responsible for the consistent high quality of the Montessori program within and across grade levels at Sussex Montessori Academy. The Director of Education works directly with teachers to develop, implement, and supervise education programs that meet the school's mission, vision, and goals. The focus of this position is on continual development of the staff to ensure that all children are reaching their full potential.

School Secretary (1.0 position): The school secretary maintains the day to day operations of the office including maintain files, coordinating substitutes, handling phone messages, guests to the school, and other general duties related to the smooth running of the school.

School Nurse (1.0 Position): Supports the health and well-being of the entire school community providing health care as required for sick or injured students and staff, supporting health educational programming and communicating the parents.

Custodian/Maintenance (1.0 position): is responsible for the overall maintenance of the school including cleaning and upkeep of the facility, maintenance of equipment, and supervision of contractors when needed.

Teacher (10 positions): Responsible for the day to day support of children's instructional program. Teachers will be Montessori certified, state certified in elementary education and when possible certified in ELL and or Special Education.

Montessori Teacher Assistant {Paraprofessional} (10 positions): Works with the lead teacher to support the educational program of the children. Provides assistance with room preparation, small group lessons, and general classroom management.

2. If the school is part of a network of schools...

Not Applicable