



Ambleside School, a Christ-centered, Charlotte Mason school in McLean, VA is seeking Classroom Teachers (K-8th) for the 2022-23 school year.

At Ambleside, our educators are:

- Committed to helping families flourish
- Passionate about helping children grow academically, spiritually, and in character.
- Devoted disciples of Jesus Christ.
- Courageous in resolving conflict with others
- Compassionate and connected with students
- Growth minded personally and extreme owners professionally.
- Seeking to practice Charlotte Mason's pedagogy as implemented by [Ambleside Schools International](#) (ASI).

Applicants should be committed to Charlotte Mason's pedagogy in the classroom, have a love for learning, and a desire to invest in nurturing young persons. A broad knowledge of the liberal arts, background in elementary phonics and math, classroom organizational skills, and a desire to work as part of a team is desired.

Bachelor's degree is required. Applicants should be in agreement with the school's Christian statement of faith and Christian Code of Conduct.

Ambleside School is associated with [Ambleside Schools International](#), an association of schools, educators and leaders working together for educational renewal.

Salary Range: \$40,000 - \$48,000 based on experience.

Visit <https://www.ambleside.org/employment-opportunities> for more information and to apply.

School: Ambleside School
Address: 8980 Brook Rd., McLean VA 22102
Phone: 703-430-4034

Position: Executive Assistant

Ambleside School, a Christ-centered, Charlotte Mason school in McLean, VA is seeking an Executive Assistant. This position involves a variety of spheres:

- Functions primarily as the school administrative support handling general office, financial, technology, communication, and legal tasks as well as other varied relational and organizational responsibilities.
- Acts as a primary point of contact for the school, professionally and warmly interacting with all students, parents, teachers, staff, visitors and the community at large, often in a fast-paced, relationally intensive school office environment.
- Works closely with the school's senior leadership personnel to establish and maintain a highly professional office and school environment, providing support as needed.
- Serves all constituents of the school (board, senior leadership, parents, teachers and students) and is familiar with all policies related to school business as well as policies for teachers and parents/students.
- Supports the administrative staff and volunteers in managing all communication to school stakeholders as well as communication to the community at large and effectively leveraging technology to support the school's infrastructure and promote the school's public image.

The Executive Assistant should be first and foremost a lover of Jesus Christ, children, and knowledge, is service and others-oriented, teachable, gracious with all persons (children, teachers, parents), joyful, administratively excellent, thorough, punctual, flexible, collegial, articulate, and enthusiastic.

Requirements:

- Bachelor's degree in a specific or general field of study
- Highly organized and detail-oriented
- Exceptional written and verbal communication skills
- Flexible with changing tasks and comfortable working in a variety of roles

Applicant should be in agreement with the School's Statement of Faith

To be considered, please visit <https://www.ambleside.org/employment-opportunities> and complete the application.



Ambleside School, a Christ-centered, Charlotte Mason school in McLean, VA is seeking a Spanish Teacher for the 2022-23 school year.

Applicants should have ability to lead and inspire children, an interest in practicing Charlotte Mason's pedagogy, and competence in Spanish grammar and fluency. Knowledge of the Francois Gouin method of instruction is preferred. This teaching position is part-time.

Bachelor's degree is required. Applicant should be in agreement with the school's Statement of Faith and Code of Conduct.

Ambleside School is associated with [Ambleside Schools International](#), an association of schools, educators and leaders working together for educational renewal.

Salary Range: \$20,000-25,000

Visit <https://www.ambleside.org/employment-opportunities> for more information and to apply.

Ambleside SCHOOL

Ambleside School, a Christ-centered, Charlotte Mason school in McLean, VA is seeking a Director of Operations.

The Director of Operations reports to the Head of School and is responsible for all school operations and administrative processes to support the program and mission of the school. The Director of Operations is also a spokesperson who represents the school on and off campus and acts on behalf of the school by professionally and warmly interacting with all students, parents, teachers, staff, visitors and the community at large.

The Ambleside School Director of Operations is first and foremost a lover of Jesus Christ, children and knowledge. Within this relational context, the Director of Operations is responsible to set and maintain a positive (high-joy), inspirational, and peacefully authoritative atmosphere throughout the school.

Ambleside School is a Christ-centered school whose operations, activities and curricula are motivated, informed and regulated by the Holy Bible and the School's Statement of Faith. This position is considered a "minister" of Ambleside, in that it models, fosters and facilitates student's connection to Christ and the School's Christ-centered mission.

Overarching Responsibilities

- ❖ Assist the Head of School in the implementation and oversight of all school operations in a manner consistent with the Ambleside philosophy.
- ❖ Oversee all of the administrative functions of the school and establish and train procedures where needed. These include legal compliance, human resources, financial oversight, student services, technology, etc.
- ❖ Oversee all governance requirements of the board, maintain institutional documents and support the administrative needs of the board as needed.
- ❖ Interface effectively and graciously with all school stakeholders (parents, students, board, teachers, staff, vendors, Ambleside Schools International, etc.) and resolve conflict according to Biblical principles.

Minimum Requirements

- Bachelor's degree, (Master's preferred) in business management, finance or related field.
- Introductory knowledge of Charlotte Mason's educational philosophy from the essay, "Children as 'Persons,'" (located at <https://www.ambleside.org/employment-opportunities>) and Ambleside Schools International videos at www.amblesideschools.com.
- Previous administrative leadership experience. Experience with non-profit organizations or education operations preferred.
- Exceptional written and verbal communication skills
- Solid business acumen, management, and problem-solving skills
- Competent computer literacy, including working knowledge of Microsoft Office, Google Apps, Student Information Systems, and Donor Management software.
- Strong interpersonal, time management and organizational skills
- CPR and first aid certification (provided by school if required)
- Free and clear results on federal and state background check

Salary

\$55,000 – 70,000 depending on experience.