

## EXCEPTIONAL EDUCATION TEACHER

**BASE LOCATION:** MONTESSORI ELEMENTARY AT HIGHLAND PARK (MEHP)  
700 S. HAWTHORNE STREET  
CHATTANOOGA, TN 37404

**CATEGORY:** FACULTY

**POSITION TYPE:** FULL-TIME, EXEMPT

**SCHOOL YEAR:** 2023-24

**START DATE:** 07/01/2023

**END DATE:** 06/30/2024

**REPORTS TO:** SCHOOL PRINCIPAL

## JOB DESCRIPTION

### OVERVIEW

Located on the site of the former Highland Park Grammar School, Montessori Elementary at Highland Park will be an anchor institution in one of Chattanooga's most vibrant and diverse urban neighborhoods. Founded in 1889, Highland Park is a historic district that is experiencing explosive growth and redevelopment. Opened in August, 2021, Montessori Elementary at Highland Park is a co-educational public charter school offering educational programs for children entering Pre-K3 through 5<sup>th</sup> grade. The school serves families from all backgrounds and provides a dynamic, participatory environment that integrates Montessori childhood education with STEM experiential learning.

### RESPONSIBILITIES

- Participate in the referral and evaluation processes
- Coordinate the development of individual instruction plans for students, including developmental and sequential short-term objectives leading to the achievement of goals specified in the IEP.
- Prepare and deliver lessons and resources in support of student IEPs and approved curriculum.
- Conduct ongoing data collection on all IEP goals and objectives.
- Develop and adapt individualized teaching methods that are suitable for each of their student's unique needs while ensuring compliance with the student's IEP.
- Assess student work to provide timely feedback and inform instructional decisions.
- Collaborate with general education to plan for and provide specially designed instruction.
- Work in collaboration with related service providers to access and utilize special tools and assistive technology when necessary.
- Provide consultation to other educational personnel as appropriate
- Facilitate IEP meetings including parents/guardians as full members of IEP teams.
- Monitor student progress and update individualized educational programs
- Participate and conduct reviews of student progress
- May include providing general physical assistance to students with various disabilities
- Participate in training programs related to delivery of IEPs or curriculum
- Maintain all required special education records, ensuring that they are complete, accurate and within all timelines.
- Attends work and arrives to work on time
- Maintain confidentiality
- Adhere to the Teacher Code of Ethics as defined by Tennessee Law

- Adhere to all school policies, procedures, and guidelines
- Other duties as assigned

## **QUALIFICATIONS**

- Bachelor's degree
- Valid Tennessee teaching license with appropriate endorsement(s)
- Knowledge of IDEA, current state special education rules and regulations and compliance addressing programming, assessment, and procedural safeguards for students with disabilities.
- Have the physical capacity to work with children (includes, but is not limited to bending, minor lifting, working on the floor)
- Pass a criminal background check
- CPR/First Aid Certification
- Prior Montessori teaching experience preferred

## **KNOWLEDGE/ABILITIES/SKILLS**

- Demonstrate excellent verbal and written communication skills to deal effectively with students, educators, parents, and community members
- Demonstrate excellent planning, organizational, problem-solving, decision-making, and time management skills
- Committed to high academic achievement and high expectations for all students
- Maintain high personal standards and integrity
- Able to be a positive team-player and communicate effectively with colleagues, supervisors, students, and families
- Technology skills to facilitate implementation of academic and/or behavior intervention programs, in addition to a variety of technology platforms

## **COMPENSATION**

Compensation is competitive and commensurate with credentials and experience.

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