



MONTESSORI ELEMENTARY HIGHLAND PARK

Job Title:	Guidance Counselor	Job Category:	Staff
Location:	MEHP 700 S. Hawthorne Street Chattanooga, TN 37404	Reports To:	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 5th grade. The school serves families from all backgrounds and provides a dynamic, participatory environment that integrates Montessori childhood education with STEM experiential learning.

RESPONSIBILITIES

- Adhere to and support board policy, school guidelines, administrative rules, and directives.
- Make him/herself available to all students seeking guidance and counseling services.
- Advocate on behalf of the student and/or his/her family. Take all necessary and reasonable precautions to protect students.
- Facilitate outreach efforts to provide services to students, parents/guardians, and staff.
- Connect students, parents/guardians, and staff with specialized referral agencies.
- Understand, evaluate, and interpret academic performance data. Interpret information about students to the student, their parents/guardians, and staff.
- Implement appropriate individual and group counseling methods.
- Conduct career and educational planning activities.
- Participate in in-service activities promoted by the administration.
- Submit required reports promptly and accurately.
- Perform other duties as assigned by Principal or Executive Director.

QUALIFICATIONS

- Advanced degree in school counseling from a regionally accredited college or university
- Valid Tennessee teaching license with appropriate endorsement(s)
- Pass a criminal background check
- Prior Montessori teaching experience preferred
- Have the physical capacity to work with children (includes, but is not limited to bending, minor lifting, working on the floor)
- CPR/First Aid Certification



KNOWLEDGE/SKILLS/ABILITIES

- 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

COMPENSATION

Compensation is competitive and commensurate with credentials and experience.

MEHP is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Board of Education will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. MEHP provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

Printed Name:		Date:
Signature:		