



MONTESSORI ELEMENTARY
HIGHLAND PARK

Job Title:	Interim Lead Teacher (PK/K)	Job Category:	Faculty
Location:	MEHP 700 S. Hawthorne Street Chattanooga, TN 37404	Reports To:	Principal

JOB DESCRIPTION

RESPONSIBILITIES

- Create a positive and structured learning environment that fosters both outstanding academic achievement and personal character development
- Create a culture of high expectations in your classroom and throughout the school
- Revise and implement a rigorous curriculum aligned with state and national standards for college-readiness
- Use assessment data to refine curriculum and inform instructional practices.
- Collaborate with school team in planning meetings, grade-level activities, and schoolwide functions.
- Communicate regularly with students, families, and colleagues in a way that models MEHP's values.
- Involve and enlist parents and guardians as partners in their students' education.

QUALIFICATIONS

- Must hold a Bachelor's degree and valid state of TN teaching license
- 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

KNOWLEDGE/SKILLS/ABILITIES

- Participate in continuous staff development activities to learn specific intervention strategies
- Keep accurate records of student work and interventions
- Provide classroom teacher(s) and/or administration with regular progress reports on students
- Provide instructional reading for students who are performing below grade level
- Work effectively with individual students and small groups
- Maintain records of student progress and attendance
- Provide the high-quality instruction time needed to move students to grade level proficiency
- Must possess strong organizational and communication skills to facilitate teaching, assessment, meeting, and data management responsibilities.



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- Must possess strong technology skills to facilitate implementation of academic and/or behavior intervention programs and working with a wide variety of technology platforms.

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Printed Name:		Date:
Signature:		