



Job Title:	Exceptional Education Teacher	Job Category:	Faculty
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 is 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

- 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

- Must hold a Bachelor’s degree
- Valid state of TN teaching license with appropriate endorsement(s)
- Must be Montessori certified or willing to complete training
- 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

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
- Technology skills to facilitate implementation of academic and/or behavior intervention programs, in addition to a variety of technology platforms

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:		