



Job Title:	Academic Coach/Behavior Specialist	Job Category:	Administration
Location:	MEHP 700 S. Hawthorne Street Chattanooga, TN 37404	Reports To:	Principal

OVERVIEW

The Academic Coach/Behavior Specialist is a key member of the MEHP leadership team responsible for maintaining a safe, structured, and supportive learning environment while strengthening teacher capacity in behavior management.

This role is primarily focused on student behavior systems (70–75%), including discipline, PBIS implementation, and RTI-B leadership, while also dedicating 25–30% of time to coaching 3–4 teachers to improve classroom management, student engagement, and instructional practices aligned to Montessori principles and MEHP expectations.

This is not a counseling-heavy role, but rather a leadership position centered on systems, accountability, and proactive behavior support.

WHY THIS ROLE MATTERS

At MEHP, we believe that a strong, consistent behavior system creates the conditions for academic success. This role ensures that every classroom is structured, every teacher is supported, and every student has the opportunity to succeed.

RESPONSIBILITIES

1. Schoolwide Behavior Leadership (70–75%)

- Lead and manage all aspects of student behavior and discipline systems
- Issue appropriate student consequences aligned to the MEHP behavior matrix and handbook
- Investigate and document behavior incidents with accuracy and urgency
- Communicate clearly and professionally with families regarding student behavior, consequences, and next steps
- Maintain consistent, fair, and student-centered discipline practices

2. PBIS & School Culture

- Lead the design, implementation, and monitoring of the schoolwide PBIS framework
- Ensure consistent use of expectations, incentives, and recognition systems (e.g., Pony Power systems, celebrations, acknowledgments)



- Analyze behavior data to identify trends and proactively address areas of need
- Plan and support schoolwide culture-building systems that reinforce positive behavior

3. RTI-B Leadership

- Lead the RTI-B (Response to Intervention for Behavior) process
- Facilitate RTI-B meetings and ensure timely documentation and follow-up
- Support teachers in identifying students needing Tier 2 and Tier 3 interventions
- Monitor progress and adjust interventions based on student data

4. Teacher Coaching & Development (25–30%)

- Coach and support 3–4 teachers in:
 - Classroom management systems
 - Behavior expectations and routines
 - Student engagement and redirection strategies
- Conduct observations, provide actionable feedback, and model best practices
- Support teachers in aligning Montessori practices with strong behavior systems
- Partner with instructional leadership to ensure behavior supports academic success

5. Family Communication & Support

- Serve as a primary point of contact for behavior-related communication with families
- Conduct parent meetings to address behavior concerns and create action plans
- Ensure communication is proactive, solutions-oriented, and aligned with MEHP values

6. Leadership Team Responsibilities

- Serve as an active member of the MEHP Administrative & Leadership Team
- Collaborate on schoolwide systems, data reviews, and strategic planning
- Support school operations, including arrival, dismissal, and crisis response when needed
- Contribute to staff culture, professional development, and continuous improvement efforts

QUALIFICATIONS

- Bachelor's degree required (Master's preferred)
- Experience in school leadership, behavior management, or dean-level role preferred
- Strong knowledge of PBIS, RTI frameworks, and student discipline systems
- Demonstrated ability to coach teachers and lead adult learning
- Excellent communication, organization, and problem-solving skills
- Commitment to Montessori philosophy and whole-child development
- 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

CORE COMPETENCIES

- Systems Thinker: Builds and maintains strong, consistent behavior systems
- Instructional Coach: Develops teacher capacity through feedback and modeling
- Data-Driven: Uses behavior data to inform decisions and interventions
- Relationship Builder: Communicates effectively with staff, students, and families
- Accountability-Driven: Holds high expectations for students and adults

SUCCESS METRICS

- Reduction in behavior referrals and repeat incidents
- Increased consistency in classroom behavior systems
- Strong implementation of PBIS across all classrooms
- Effective RTI-B processes with documented student growth
- Improved teacher capacity in behavior management

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:		