



## City Garden Montessori School Early Childhood Family Support Coordinator 2021-22 School Year

---

[City Garden Montessori School](#) (City Garden) is the only Montessori charter school in Missouri, and we are one of the highest-performing charter schools in the state. Our team possesses passion and determination to implement the Montessori approach to educating children in a diverse, **public school** environment. City Garden is committed to being an anti-biased, anti-racist community and seeks others who are passionate about these values. We are committed to continuous learning and growth for adults in the community, to foster excellence for all City Garden children.

Located in St. Louis, City Garden is in its 13th year as a charter school, having received a second 10 Year Charter with the state of Missouri in 2017. We began in 2008 with 53 students; we will have 400 children in preschool through eighth grade when we begin our 2021-22 school year. As we grow, we continue to seek individuals to join us who share our vision for academic excellence for all children and holistic Montessori education, rooted in equity and social justice.

City Garden has attracted support from [the Opportunity Trust](#), and the [Chan-Zuckerberg Initiative](#) has published a [case study about City Garden's innovative model](#).

### Early Childhood Family Support Coordinator

City Garden is expanding its Early Childhood education staff for the 2021-22 school year. We are seeking to fill a new position for an Early Childhood Family Support Coordinator.

Providing holistic support to our students and families is core to our school model; the Family Support Coordinator will have the responsibility of coordinating counseling, social-emotional and wrap-around support for City Garden Primary (ages 2 ½ to 6 years) students and families.

The Family Support Coordinator will contribute to a positive, trustworthy, and respectful climate that has consistent expectations for all. The Family Support Coordinator will build relationships, communicate proactively, and promote continual growth while maintaining a student-centered focus.

## The Most Exciting Part of the Job

- Providing counseling and individualized intervention support for students
- Engaging deeply with students, teachers, staff and families as partners
- Coordinating family and student resource support
- Supporting and coordinating relationship and community building at City Garden
- Supporting social-emotional assessment and education
- Providing navigational support to families for services (utility assistance, housing, med. insurance, glasses, food assistance, diapers, legal aide, holiday assistance program coordination, furniture, tutoring programs, etc.)

## Responsibilities

- Counseling and individualized intervention support
- Providing direct counseling services and supervising outside counselors
- Leading parent and teacher consults regarding counseling and facilitating consent paperwork for all counselors
- Conflict mediation between students
- Risk assessments and safety planning (and referral for Behavioral Health Response evaluations or other applicable levels of care when needed)
- Counselor, psychiatrist, and evaluation referrals - and support completing, navigating, and interpreting outside assessments and evaluations (attend with family at times)
- Larger-scale resource/opportunity coordination
  - attendance tracking & absence/late arrival support
  - hearing/vision screenings & follow up
  - dental care van visits & follow up
- McKinney-Vento liaison

## Qualifications

- Master's degree in Social Work or Counseling
- School social work experience working in Pre-K and K, public school experience preferred
- Experience providing counseling services to young children and their families
- Experience connecting families to wrap around support services and resources
- Be child-centered, flexible, and willing to do whatever it takes for our students

The full job description may be downloaded [HERE](#).

## What We Offer

- Ongoing professional development
- Opportunity to contribute to the only high quality public Montessori program in St. Louis

## Benefits

City Garden offers a range of benefits for Full-time employees such as:

- Competitive Salary
- Generous Paid Time-off (Fall, Winter and Spring breaks, holidays, and additional days)
- Paid Health Benefits (Medical, Dental, Vision and Life Insurance)
- Pre-Tax savings for family health premium costs
- Retirement Plan

## Schedule

School hours: 8:00 am to 4:00 pm Monday through Friday

Length of Work Year: August to May (10 month contract), up to 195 days per year, including but not limited to professional development, parent/teacher conferences, and preparatory work

## To Apply

Submit your resume and detailed cover letter which highlights why you are interested in this position to [jobs@citygardenschool.org](mailto:jobs@citygardenschool.org)

*City Garden Montessori School is an equal opportunity employer and an organization that values diversity, equity and inclusion. Recruiting staff to create an inclusive organization is a priority, and we encourage applicants from all cultures, races, ethnicities, religions, sexes, national or regional origins, ages, disability status, sexual orientations, gender identities, military or veteran status, or other statuses protected by law. All candidates are evaluated solely on their qualifications to perform the work required.*