

**Job Title:** Behnke Preschool Co-Teacher      **FLSA Status:** Non-exempt

**Department:** Education

**Prepared Date:** August 2017

**Reports To:** Director of Education

**Salary Range:** Depends on Experience

**Summary:** Join a co-teacher in collaborative planning and instruction of an integrated class of young children with speech and language delays and/or hearing loss and typically developing peers.

**Essential Duties and Responsibilities:**

- Provide group therapy for preschool-aged children with a focus on early literacy and handwriting goals.
- Develop and implement lesson plans for a class of preschool children.
- Work collaboratively with a co-teacher to plan lessons, prepare materials, write weekly bulletins for families, and write quarterly reports.
- Document student learning on an ongoing basis.
- Interact with parents to provide support and communicate child's developmental progress.
- Provide appropriate consultative/screening services to family and staff.
- Work cooperatively in a multidisciplinary environment.
- Participate in parent, community, and professional training efforts.
- Perform other educational or administrative duties as assigned by the department director.

**Supervisory Responsibilities:** This position does not have supervisory responsibilities.

**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

**Education/Experience:**

- Bachelor's degree in Speech and Hearing Sciences, Early Childhood Education, or related field
- Experience working with preschool-age children in a preschool environment including:
  - Lesson planning designed to target preschool skills including early math, science, language, social, and literacy skills.
  - Academic assessment in cognitive, language, social/emotional, and fine and gross motor development.
  - Parent education.
- Experience or interest working with and providing training/support to families.

**Certificates and Licenses:**

- First aid/CPR certification, or willing to obtain.

**Language & Other Skills:**

- Knowledge of American Sign Language and/or willing to learn
- Must have excellent and professional written and verbal forms of expression, interpersonal, and problem-solving skills.
- Must have basic computer skills, including word processing

**Physical Demands and Work Environment:** The physical demands and work environment described below represent the activities and surroundings of the positions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work is typically performed in an office environment, with a moderate noise level. Must be able to cope with the demands and needs of small children, including being able to interact with children, getting on their level (sitting on the floor). Requires high energy to keep children engaged.

**Applying:** Interested applicants please send cover letter and resume to Guthrie Nutter, Director of Education, at [gnutter@hcdc.org](mailto:gnutter@hcdc.org).