

Early Intervention Associate



Hours M-Th, 7:30 am – 4:00 pm

Reports to Director of Family Learning Center

Position Overview

The Early Intervention associate teacher serves our Early Intervention classrooms by assisting the teachers, therapists, parents, and students with preparation, in-class experiences, and post-class cleaning. The associate teacher supports the lead teachers in the classrooms with learning experiences for children with special needs from birth through six years of age.

The associate teacher helps create an environment for healthy caregiver-child interactions by balancing assistant teaching, listening, and meeting caregivers where they are. When a child cannot tolerate the classroom environment, the associate teacher works with the teacher, therapists, and caregiver to find a safe space for the child and works towards bringing them back into the classroom. The associate teacher assists weekly with obtaining the necessary supplies that the teachers and therapists need and participates in a weekly cleaning schedule with the teachers. The associate teacher substitute teaches a class or leads a therapy group when another team member is absent. The associate teacher must be able to function as a member of a transdisciplinary team.

The Early Intervention Associate Teacher clearly understands and embraces that they are a part of Little Light House, a Christian Development Center with Biblical core values, whose mission is to glorify God by improving the quality of life for children with special needs, their families, and communities.

Principal Duties and Responsibilities

- > Coordinates daily with teachers and therapists regarding classroom needs for the day.
- > Prepares materials for classes as needed, including gathering and purchasing necessary materials for the week.
- > Daily cleaning and disinfecting of classroom toys, furniture, equipment, and flooring.
- > Maintains necessary supply of disposable items in the classrooms (*i.e., Kleenex, paper towels*).
- > Turns on and cleans EI sensory room daily.
- > Implements appropriate classroom curriculum or activity as directed by teachers or therapists.
- > Substitute teaches classes or leads therapy groups when teachers or therapists are absent with lesson plans from the teacher or therapist.
- > Assists in implementing appropriate sensory and positive behavior techniques as directed by the teacher or therapist.
- > Assists in the training and supervision of any classroom volunteers;
- > Daily attendance at Flock.
- > Weekly attendance at FLC meetings.
- > Other duties as needed or required.

Qualifications & Skills

Required

- > 1+ year of experience working with children from birth through six years old.
- > Obtain/Maintain CPR certification.
- > Confidence in teaching/coaching adults and managing adult group interactions.
- > Works independently and cooperatively as a team member with all LLH staff.
- > Demonstrates excellent skills in communication, flexibility, learning new tasks, teamwork, and time management.
- > Ability to lift, pull, push, and carry 40lbs across a room.
- > High school diploma or equivalent.

Preferred

- > 1+ year of experience with children with special needs.
- > 1+ year of experience working with parents/caregivers.
- > Teaching certification