Position Title: Co-teacher
FLSA Classification: Non-Exempt
Reports to: Executive Director

Position Purpose: To foster children's growth as learners by supporting the Mentor Teacher in delivering a responsive, play-based daily program grounded in the Reggio Emilia philosophy and in partnership with families.

Core Responsibilities

Learning Environment & Curriculum

- Collaborate with Mentor Teacher to design engaging learning experiences
- Facilitate ongoing project work and child-led investigations
- Prepare materials and environments that respond to children's interests and developmental needs
- Maintain aesthetically rich, organized, and safe learning spaces throughout the school

Child Guidance & Development

- Provide intentional, attuned supervision that honors each child's unique journey
- Use positive, developmentally appropriate guidance strategies
- Model effective learning and behavioral approaches
- Document and assess children's growth with care and insight

Collaboration & Communication

- Engage in daily communication with the teaching team to share observations and ideas
- Build authentic, supportive partnerships with families
- Participate in reflective practice and collaborative professional learning
- Contribute positively to a respectful, inclusive workplace culture

Qualifications:

- Associate's degree or higher in education or an education-related field
- Minimum of one year of experience working with children ages 0-6
- Full-time, year-round availability
- Stable housing in Summit County or surrounding areas
- Ability to pass a comprehensive background check (fingerprinting and child abuse registry)
- Growth mindset with commitment to ongoing professional development
- Strong communication skills (oral, written, and digital)
- Demonstrated flexibility, problem-solving abilities, and organizational skills

Preferred:

- Coursework in Early Childhood Education
- Colorado Shines PDIS Level 2 Credential or above
- Current CPR and First Aid certification (or willingness to obtain within 30 days)
- Familiarity with Reggio Emilia Approach, Project Approach, or play-based learning philosophies

Professional Development & Compliance

First-Year Requirements:

- Achieve Colorado Shines Level 2 Credential minimum
- Complete ECE 1011 and ECE 1031 coursework
- Develop working knowledge of Reggio Emilia principles and implement key tenets

Ongoing Expectations:

- Attend orientation, training sessions, monthly staff meetings, and parent-teacher conferences
- Complete 1 hour of annual volunteer work for TLC fundraising events
- Maintain compliance with all state licensing standards (DHHS, Public Health, Environmental Health, Fire, Police)
- Immediately report any safety concerns or facility damage to supervisors
- Adhere to all TLC Employee Handbook policies and procedures
- Fulfill essential expectations and responsibilities of role
- *Additional duties as directed.*

Physical Requirements:

- Lift and carry up to 45 lbs occasionally (supplies, equipment, assisting children)
- Regularly sit, kneel, and work at floor level or on child-sized furniture
- Actively supervise children throughout all facility areas (classrooms, playgrounds, common spaces)
- Work indoors in climate-controlled settings and outdoors in variable weather conditions
- Potential exposure to common childhood illnesses