



**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**

- Design and maintain a welcoming, aesthetically rich environment responsive to children's interests and developmental needs
- Partner with the co-teacher to plan and implement an emergent, constructivist curriculum
- Facilitate child-led investigations and project work that honor children's natural curiosity
- Document and make children's learning visible through journals and classroom displays

#### **Child Guidance & Development**

- Build genuine relationships with each child, honoring their unique strengths and developmental journey
- Use positive, developmentally appropriate guidance strategies to support social-emotional growth
- Conduct quarterly assessments using Teaching Strategies GOLD and adjust approaches to meet individual needs
- Maintain accurate, thoughtful records of children's progress

#### **Family & Community Engagement**

- Build authentic partnerships with families through open, consistent communication
- Facilitate formal parent-teacher dialogues twice annually
- Share weekly newsletters, progress reports, and updates on classroom curriculum and individual children

#### **Team Leadership**

- Mentor the co-teacher and support staff, modeling best practices in teaching, communication, and reflective practice
- Model conflict resolution, respect, and professionalism in all interactions
- Engage in daily team communication to share observations and plan responsively
- Participate in team meetings, staff meetings, and professional learning communities
- Meet monthly with the Executive Director and Instructional Coach to plan program development, school events, and professional learning
- Communicate updates and relevant information to co-teachers, ensuring clear team-wide communication
- Facilitate "move-up" transition conversations centered on children's and families' needs
- Represent Timberline Learning Center with integrity in all community interactions

#### **Professional Growth**

- Model and uphold the highest standards of early childhood education practice

- Stay current on research and best practices, integrating new knowledge into curriculum and classroom work
- Set and pursue professional learning goals in collaboration with the Instructional Coach

**Qualifications:**

- Associates degree or higher in education or an education related field
- Minimum 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 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