

Program Coordinator/Lead Teacher Preschool Extended Day Program

Start Date: August 2023

The Atlanta Speech School has evolved over its 85 years into the nation's most comprehensive center for language and literacy – earning a rising national reputation as the educational equivalent of a teaching hospital. The School attracts a staff of the most gifted and committed teaching professionals who apply the research of the nation's leading brain development and educational experts to achieve transformational language and literacy outcomes for children through its four school divisions, five clinical programs, and Rollins Center for Language & Literacy professional development program. The School has never turned away a child in need of services based on his or her family's financial circumstances. All of the School's efforts are interrelated and intentional, creating a circle of impact that is continually refined and strengthened across all programs. Our mission is to help each person develop his or her full potential through language and literacy. Please visit our website for further information: www.atlantaspeechschool.org.

The Preschool Extended Day Program is seeking a full-time program coordinator/lead teacher who will assist in advancing the mission of the School by their work. This is a full-time position. Hours are Monday – Friday 11:00 a.m. – 6:00 p.m. The person selected for this position will be responsible for conducting and supervising social/recreational/educational programs, preparation of classes, and communicating with parents of children enrolled in the Preschool Extended Day Program.

QUALIFICATIONS AND REQUIREMENTS:

- Master's degree in Early Childhood Education, Child Development, Reading, Speech-Language Pathology, Early Childhood Special Education, or other related fields from an accredited university
- Current Georgia clear/renewable teaching certificate or eligible for certification
- Minimum 3-5 years' experience working in an early childhood setting or similar experience demonstrating knowledge of early childhood development and age-appropriate activities
- Knowledge of best practices in early childhood education and language and early literacy instruction
- Diligence in following policies and procedures regarding children's supervision and safety
- Excellent organizational skills, interpersonal skills, and the ability to work collaboratively as a member of a teaching team
- Excellent oral and written communication skills and the ability to provide an appropriate speech and language model for children
- A commitment to ongoing professional development is required. Must attend language and early literacy training and other required training as specified by the program director
- Physical stamina required to bend, stand, lift up to 40 pounds, work with children on the floor, work outdoors in a variety of temperatures, and mobility to ensure the supervision and safety of children

Among the many programs at the Atlanta Speech School, children and adults with hearing loss and language processing difficulties are served. Therefore, the clarity of an applicant's speech and language may be part of the hiring decision as they relate to performing the essential functions of the position.

DUTIES AND RESPONSIBILITIES:

- Collaborate with Extended Day staff to implement the daily program
- Plan and prepare materials for classes
- Organize materials at the end of the day

- Participate in extended day classes
- Assist in outdoor playground supervision
- Assist in organizing and maintaining a safe and class-ready environment
- Supervise all activities to ensure safety at all times
- Demonstrate active engagement with children during all activities
 - Engage students in language throughout their time in the program
 - Engage parents of students as students enter and leave the extended day program
- Maintain certification in Pediatric First Aid and CPR
- Complete in-service training and professional development programs as specified by Bright from the Start, Georgia Department of Early Care and Learning
- Demonstrate proficiency in the use of spreadsheets, email, social media, word processing, and presentation computer programs

BENEFITS

Among the many benefits of the Atlanta Speech School is an environment that encourages professional development, innovation, and strong relationships with co-workers and the people we serve. All full-time positions include a generous benefit package including health/dental/life and long-term disability insurance; School subsidized health insurance premiums of staff and families; Flexible Spending Account; 403(b) Plan; accrued sick time; generous holiday schedule; and cost reduction of some Speech School services.

TO APPLY

Please submit all of the following documents to ensure that your information is considered: cover letter, resume, college transcript, and written submission describing how your particular skills, talents, and/or expertise could be beneficial to the Atlanta Speech School (please limit to 500 words).

CONTACT

Iris Goodson
 Director of Human Resources
hr@atlantaspeechschool.org

Subject line: Program Coordinator/Lead Teacher, Preschool Extended Day Program

No phones calls, please

The Atlanta Speech School provides equal employment opportunities to all employees and applicants for employment without regard to race, religion, gender, national origin, age, disability, genetic information, marital status, or status as a covered veteran in accordance with applicable federal, state, and local laws.