

JOB DESCRIPTION

- Position:** Early Interventionist- Preschoolers Reaching Educational Potential
- Status:** 20 hours/week, Non-exempt
- Reports to:** PREP Program Coordinator
- Role:** To deliver developmental, hearing and vision screenings for children ages 3 to 5 and provide one-on-one tutoring for those qualifying for PREP remedial services in Henderson and Transylvania Counties.

QUALIFICATIONS

- A Bachelor's Degree in Education or related field
- At least 2 years' experience in the field
- Ability to be flexible to changing schedules
- Passion for helping children reach their full potential
- Spanish speaking a plus

PRINCIPAL RESPONSIBILITIES

- Provide developmental screenings for children ages 3-5.
- Score completed Dial-4 assessment forms.
- Plan sessions, prepare materials and sets goals and objectives for children enrolled in the Follow-up Program.
- Conduct teacher and parent conferences when needed.
- Maintain confidentiality regarding the children and families served.

JOB COMPETENCIES

- **Technology:** Proficient with computers and other office equipment, including experience with web-based databases, and all Microsoft Office programs.
- **Self-starter characteristics:** Ability to set priorities and organize, develop a work schedule, monitor progress towards goals, and track details, data, information and activities.
- **Behave Ethically:** Understand ethical behavior and business practices and ensure own behavior and the behavior of others are consistent with these standards and aligns with the values of the organization.
- **Build Relationships:** Establish and maintain positive working relationships with others, both internally and externally, to achieve the goals of the organization.
- **Solve Problems:** Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.

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