The Center for Hearing and Speech
Job Description for
Melinda Webb School Language Teacher

Position Information:
- Hours Weekly: 38
- Hours Worked:
  - Monday-Thursday: 7:00 - 3:00 or 8:00 - 4:00
  - Friday: 8:00 - 3:00
- Starting Salary: Determined by experience
- FLSA Status: Exempt
- Days worked: 186/year

Benefits:
- Health Insurance
- Dental Insurance
- Life Insurance
- Long Term Disability Insurance
- 403b Retirement Plan
- AvEd Mentoring and Certification
- AG Bell Membership
- Texas Teaching License Renewal
- 8 PTO days

Supervisory Responsibilities
Associate Teachers assigned to classroom

Job Purpose
Language Teachers in the Melinda Webb School are responsible for managing classroom schedules, curriculum implementation, and student supervision during the school day. Language Teachers write individualized goals for students, track formal and informal data for progress monitoring, and participate in decisions to determine the most appropriate educational placement and plan for each child they teach.

Major Responsibilities
- Develops and implements educational programs for children with hearing loss aged 18 months – 6 years old
- Maintains all required data on students
- Monitors and documents student progress, attendance, and behavior
- Participates in three parent conferences a year
- Develops and adapts lesson plans to individual student needs
- Assumes direct responsibility for students during school hours
- Plans and directs activities for the Associate Teachers

Work Activities
- Lesson Planning and Data Tracking
  - Turns in lessons and notes weekly using formal and informal assessments to select appropriate academic targets aligned with MWS Scope and Sequence
  - Keeps adequate data on each student in the areas of cognition, fine and gross motor development, math, and literacy.
  - Demonstrates knowledge of each child’s hearing and intervention history
  - With in-house training, demonstrates mastery of all MWS language curriculum and assessments
  - With in-house training, is able to review and understand all MWS academic curriculum and assessments
• **Parent Communication**
  - Communicates with parents regarding student behavior, progress in class, and items needed for school
  - Contact parents via phone, Brightwheel, or email in the event of a child emergency, illness, other related issue

• **Student Supervision and Daily Needs**
  - Maintains active watch of students when on duty during class time, lunch, transitions, recess, etc.
  - Completes daily amplification checks of student equipment and troubleshoots accordingly
  - Supervises bathroom needs and provides toileting assistance as needed including, but not limited to, diapering and changing soiled clothes
  - Administers minor first aid and CPR when needed

• **Professional Responsibilities**
  - Participates in teacher meetings, all staff meetings, and other meetings as assigned.
  - Maintains a Texas teaching certificate in Deaf Education and completes 12 hours of professional development a year
  - Collaborates with associate teachers to create a classroom plan and select specific Associate Teacher duties

• **Other Responsibilities**
  - Coordinates activities of volunteers and substitutes assigned to the classroom
  - Attend field trips and other school functions throughout the year

**Physical Demands**
Stand three hours a day; walk 10,000 steps a day; sit in low chairs and on the floor; hear; speak clearly; able to bend over; reach with hands and arms; able to lift or move 20-pound boxes or furniture; able to lift and carry a 50-pound child; able to control a child with aggressive behaviors; able to actively participate in outdoor events, including in extreme temperatures; Flu vaccine required, provided by CHS at no cost to employees.

**Education and Experience Requirements**
• Master’s Level degree in Deaf Education, Early Childhood Education, or related field
• 1 year practicum or student teaching experience
• An understanding of child development, oral deaf education, speech-language pathology, and audiology
• Philosophical agreement with and commitment to the mission of CHS

**Specific Skills**
Organizational skills, classroom management, composure in stressful situations, patience when handling children, diagnostic teaching skills, flexibility during schedule changes and special events

**Basic Competencies**
Excellent oral and written use of English language, Microsoft Word and Excel, comprehensive understanding of speech and language development, internet

**Tools**
Desktop computers, laptop computers, thin client serves, iPad, projectors, scanner, fax machine, DM system, laminator