



Position Title: Certified Early Childhood Teacher (Toddler/Pre-K)

Organization: High Hopes, Inc., Franklin, TN

Reports To: Preschool Director

Position Summary:

High Hopes, Inc., a nonprofit preschool and pediatric therapy clinic, seeks a dynamic and experienced, certified teacher for our toddler and pre-k programs. Consistent with our mission of excellence, a High Hopes' teacher is certified to educate, care for, and inspire the young minds of children in our inclusive preschool environment. Successful individuals model patience, compassion, and energy to guide a class of young children, each with different needs, abilities, aptitudes, and emotions. The teacher is a professional, showing support for and partnering with families, collaborating with others, and is a reflective, continuous learner. A teacher always works in the classroom with at least one teaching assistant.

Primary Responsibilities:

Instruction and Classroom Management

- Develop and maintain a classroom environment reflective of students' interests and needs.
- Implement evidence-based, developmentally appropriate teaching strategies tailored to meet the educational needs of diverse learners.
- Use assessment data to design and execute engaging weekly lesson plans aligned with school curricula (e.g., Creative Curriculum, Learning Beyond, Handwriting Without Tears, TN Best for All, Pyramid Model).
- Provide individualized accommodations and implement Individual Preschool Plans (IPPs), Behavior Intervention Plans (BIPs), and other student-specific strategies.
- Ensure a safe, nurturing, and inclusive classroom environment, meeting students' daily care needs (e.g., toileting, diapering, feeding).
- Facilitate seamless transitions to the next classroom or educational setting for students.



Collaboration and Communication

- Partner with therapists, teaching assistants, administrators, other educators, and families to enrich instruction and support student success.
- Implement strategies recommended by therapists and seek additional guidance as needed.
- Work with families to develop Individual Preschool Plans (IPPs) and facilitate regular team meetings to review student progress.
- Communicate regularly with families through lesson plans, notes, emails, reports, and face-to-face interactions.
- Facilitate parent-teacher conferences at least once a year and provide resources to families for community support as needed.
- Equip teaching assistants with the tools, resources, and knowledge to effectively support individual students and the overall classroom.

Mentorship and Leadership

- Serve as a mentor and coach to lead teachers (not certified), teaching assistants, and interns.
- Supervise and instruct student interns, student teachers, and classroom volunteers.
- Model best practices and innovative strategies for colleagues.
- Maintain a model classroom that is open to observers and staff development opportunities.
- Assist administration in staff professional development initiatives.

Professionalism and Development

- Adhere to program policies and state licensing standards to ensure the health and safety of all children.
- Demonstrate professionalism in appearance, communication, and interactions with staff, families, and external service providers.
- Maintain confidentiality regarding student and family information.
- Receive and implement feedback and coaching with a commitment to growth and learning.
- Fulfill required state and program trainings and professional development.
- Collaborate as a member of the preschool leadership team.



- Attend meetings as appropriate and contribute to the preschool's continuous improvement initiatives.

Assessment and Documentation

- Conduct initial and ongoing developmental assessments for all students.
- Use assessment data to guide instruction and interventions, including creating Individual Preschool Plans (IPPs) for students with delays or disabilities.
- Collect and maintain classroom data related to Tennessee Early Learning Development Standards (TN-ELDs) and individual student goals.
- Complete developmental assessments at least twice annually and report progress.
- Maintain up-to-date student files.

Health and Safety

- Maintain a clean and sanitary classroom environment following program policies and state licensing standards.
- Monitor children individually and in groups to ensure safety and a positive learning environment.
- Administer basic first aid and report any accidents, injuries, or incidents to the appropriate personnel.
- Maintain knowledge of emergency procedures (e.g., intruder, fire, tornado drills, etc.).

Behavior Management

- Implement best practice and developmentally appropriate strategies for managing student behavior and promoting a positive, safe learning environment including Pyramid Model structures and practices.

Other Duties

- Supervise children in various school environments, including playgrounds.
- Perform other related duties as assigned to ensure the effective operation of the classroom and school.



Requirements

- Bachelor's or Master's Degree in Early Childhood Education, Special Education and/or Elementary Education.
- Minimum three years of teaching experience in special education, early childhood education, or elementary education preferred.
- Demonstrated experience working in an inclusive educational setting.
- Strong skills in collaboration, mentorship, leadership, coaching, and communication.
- Proficiency in implementing evidence-based teaching strategies and developmental assessments.
- Commitment to professionalism, growth, and fostering partnerships with families.
- Certified in Pediatric CPR and First Aid (or willing to become certified).

Skills

- Move around and remain upright for long periods of time
- Play and interact with children at their level (e.g. on the ground, at the table, around a table, assist with nap time, etc.)
- Lift and carry children (up to 40 pounds) when needed
- Crouch/lean to clean, change diapers, move furniture/equipment
- Respond quickly and calmly to unsafe or emergency situations
- Open to receiving and implementing feedback from others
- Collaborative, reflective, and committed to being a lifelong learner

Salary and Benefits

Salary: Commensurate with experience and generally follows the local public school salary schedule.

Contract Period: 10 months in general alignment with local school system.

Benefits: Health, dental, vision insurance, HSA, 401k participation, holidays, paid PTO, childcare discount.



Why High Hopes Preschool?

- Freedom, autonomy, and support to design and execute creative lessons and effective approaches to teaching.
- Minimal paperwork and restrictions placed on educators which hinder authentic teaching and learning.
- Non-existent bureaucracy. Teachers do what they dream of doing - TEACH!
- Work-life balance!
- Flexible PTO Based on Growing Accrual Rates
- 28 Paid Days/Holidays (10-month contracts)
- 4.5 Professional Development Days
- Competitive pay consistent with WCS/FSD
- Professional Development and Growth Opportunities
- Supportive, Inclusive, and Welcoming Workplace
- Maximum Impact on Children and Families

Application Process: Interested candidates should complete an application on the High Hopes website at <https://www.highhopesforkids.org/careers>.