



Position Title: Substitute Teacher

Organization: High Hopes, Inc., Franklin, TN

Reports To: Preschool Director

Position Summary:

High Hopes, Inc., a nonprofit preschool and pediatric therapy clinic, seeks a dependable Substitute Teacher to support classrooms in our inclusive preschool program. In the absence of a classroom teacher, the Substitute Teacher helps maintain a nurturing, safe, and developmentally appropriate environment for children aged 6 weeks to 5 years, including those with developmental delays or disabilities.

Substitute Teachers are responsible for upholding all expectations related to supervision, safety, and engagement while implementing and adhering to Department of Human Services Childcare Licensing Regulations and High Hopes policies and procedures. Success in this role requires adaptability, clear communication, and the ability to work collaboratively with various classroom teams.

Primary Responsibilities:

- Provide supervision, care, and support for children in assigned classroom(s),
- Follow lesson plans, daily routines, and expectations provided by the classroom teaching team.
- Support children's physical, social-emotional, and cognitive development through play-based activities and interactions.
- Maintain a positive, inclusive, and respectful classroom environment for children.
- Communicate clearly and kindly with children, staff, and families as appropriate.
- Assist with classroom transitions, meals, diapering/toileting, rest time, and other daily tasks.
- Follow all DHS licensing standards and High Hopes policies, including safety procedures, hygiene practices, and documentation requirements.
- Remain flexible and willing to support classrooms based on daily staffing needs.

**Requirements:**

- High school diploma or GED required
- Experience working with young children in a group setting preferred.
- Must meet all DHS licensing requirements for substitute staff, including passing a background check and completing required trainings.
- Flexibility to work in different classrooms with children ranging in age from 6 weeks to 5 years.

Essential Skills:

- Ability to move around and remain upright for extended periods.
- Play and interact with children at their level (e.g. on the ground, at the table, around a table, assist with nap time, etc.).
- Ability to lift and carry children up to 40 pounds.
- Capability to crouch, bend, and perform light physical tasks such as cleaning, diaper changes, and moving classroom equipment.
- Ability to respond quickly and calmly to unsafe or emergency situations.
- Openness to receiving and implementing feedback from others.

Compensation: \$120 per day (7-hour work day)

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

Any communication about a position will come from a highhopesforkids.org email address.