



**Position Title:** Teaching Assistant (Infant/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, teaching assistant for our infant/toddler/pre-k program. Consistent with our mission, a High Hopes teaching assistant supports the lead teacher and classroom in creating a safe, inclusive, and developmentally appropriate learning environment for children. Successful individuals model patience, compassion, and energy to guide a class of young children, each with different needs, abilities, aptitudes, and emotions. The teaching assistant assists with daily classroom activities, maintaining cleanliness and safety standards, and collaborating with staff and families to ensure the success and well-being of all students.

**Primary Responsibilities:**

**Child Development and Learning**

- Understand basic child development and assist in creating a learning environment supporting all students.
- Support lead teacher with implementing lesson plans, managing classroom routines and behavior, and fostering the overall student development..
- Participate in regular teaching team meetings.
- Assist with material and activity preparation and implementation, following curricular decisions made by the lead teacher and team.
- Support the implementation of evidence-based, developmentally appropriate teaching strategies tailored to diverse learners.
- Partner with teachers, therapists, administrators, and other educators and families to support students.
- Implement strategies recommended by teachers and therapists and seek additional guidance if needed.
- Ensure a safe, nurturing, and inclusive classroom environment, meeting students' daily care needs (e.g., toileting, diapering, feeding).
- Playfully and interactively engage with children under the guidance of the lead teacher.



- Serve as a substitute lead teacher when a classroom lead teacher is unavailable or absent.

### **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, tornado drills, etc.).

### **Assessment and Documentation**

- Assist with ongoing child assessments and data collection as directed by the lead teacher.
- Maintain accurate records and files for attendance, lesson plans, and student progress.

### **Professionalism**

- Adhere to program policies and state licensing and quality standards to ensure the health and safety of all children.
- Demonstrate professionalism in appearance, communication, and interactions with staff, families, and external providers.
- Maintain confidentiality of student and family information.
- Communicate effectively with staff, families, therapists, and administrators, fostering a welcoming environment.
- Participate in staff meetings, training programs, and professional development.
- Demonstrate teamwork, initiative, and a willingness to learn and reflect.
- Receive and implement feedback and coaching with a commitment to growth and learning.
- Fulfill required state and school trainings and professional development.
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### **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.



### **Classroom Maintenance**

- Maintain classroom equipment, materials, and supplies to ensure a safe and orderly environment.
- Clean and sanitize toys, tables, and other classroom areas throughout the school day.

### **Collaboration**

- Work closely with the teaching team, therapists, administrators, and families to support student success.
- Request additional guidance or instruction as needed to support children.
- Participate in implementing and reviewing Individual Preschool Plan (IPP) goals and student behavior plans.

### **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:**

- Child Development Associate Credential (CDA) or Associate's Degree in Early Childhood Education, Special Education, or Child Development preferred. Without degree, individual is required to obtain CDA/associates in related field within reasonable period after employment begins.)
- Minimum one year experience in childcare or school program for children ages 0-6.
- Ability to commit to 10-month, school year (August-May) schedule
- Demonstrated experience working in an inclusive educational setting and with children of differing abilities
- Strong skills in collaboration 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:** Beginning at \$17/hour, with compensation determined by experience, education level, and commitment to furthering academic qualifications. Total compensation also reflects factors such as educational achievements, longevity, and performance incentives.

**Contract Period:** 10 months (August-May) in general alignment with other local schools and preschool programs. 12-month opportunities available.

**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
- 4.5 Professional Development Days
- 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>.

Any communication about a position will come from a [highhopesforkids.org](https://www.highhopesforkids.org) email address



High Hopes

Preschool • Pediatric Therapy