



Position Title: Extended Care Teaching Assistant (Infant/Toddler/Pre-K)

Organization: High Hopes Development Center, Franklin, TN

Reports To: Extended Care Lead

Position Summary:

The Extended Care Teaching Assistant (TA) supports children ages 6 weeks – 5 years who are enrolled in extended care. This role provides developmentally appropriate play opportunities, ensures a safe and nurturing environment, and serves as a welcoming point of contact for families at the end of the day.

This part-time position is an excellent opportunity for individuals pursuing careers in child development, special education, education, or pediatric-related fields. Applicants must be available from the hours of 2:30pm-5:00pm.

Primary Responsibilities

- Provide developmentally appropriate structured and unstructured play opportunities that engage children in a safe, intentional, and educational manner.
- Ensure children are actively supervised in a clean, safe, and engaging play environment at all times.
- Greet parents at pick-up and communicate clearly and warmly about their child's day.
- Clean and store classroom materials and toys at the end of each day.
- Ensure classrooms are fully stocked with needed supplies for the following day.
- Maintain open communication with teachers to ensure smooth transitions between classroom hours and extended.
- Collaborate with classroom staff to provide care and supervision appropriate to each child's needs.
- Follow all state licensing standards and High Hopes policies.

Requirements:

- High School Diploma or equivalent
- Experience working with children ages 6 weeks -5 years.
- Excellent interpersonal skills and enthusiasm for working with young children.



- Experience in inclusive educational setting and with children of differing abilities preferred.
- Strong teamwork, communication, and organizational skills.
- Certified in Pediatric CPR and First Aid (or willing to become certified)

Skills:

- Ability to remain on your feet and move around the classroom for extended periods.
- Comfort engaging with children at their level (e.g., playing on the floor, sitting at tables, assisting with rest time).
- Ability to lift and carry children up to 40 pounds when needed.
- Flexibility to crouch, lean, clean, change diapers, and move classroom furniture or equipment.
- Capacity to respond quickly and calmly in emergencies.
- Openness to feedback and commitment to growth as a reflective, collaborative team member.

Compensation: Starting at \$17/hour and based on experience.

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.