



**Position Title:** School Technician

**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 and detail-oriented School Technician to support our inclusive preschool program. Consistent with our mission, the High Hopes School Technician plays a vital role in maintaining a safe and organized environment for children and staff. Successful candidates are proactive, collaborative, and committed to excellence in behind-the-scenes support. The School Technician ensures that common spaces and classrooms are well-organized and ready each day. This position works closely with administrators, teaching teams, and therapy staff to keep the school running smoothly and efficiently.

**Primary Responsibilities:**

**School Environment**

- Maintain a clean, calm, and organized physical environment that supports learning, regulation, and inclusive participation.
- Wash and sanitize toys, equipment, materials, and dishes in alignment with health and safety regulations.
- Complete daily laundry and cleaning tasks for the school.
- Organize equipment, materials, and storage areas for safe and easy access by staff and children.
- Assist with setup and clean up in classrooms and special activities as needed.

**Operational & Program Support**

- Straighten and clean school common areas throughout the day.
- Restock essential supplies.
- Monitor inventory of necessary supplies.
- Support smooth transitions by assisting teachers and therapists with room resets, movement of equipment, or materials prep.

**Administrative Support**

- Provide light office support as needed.
- Respond to staff requests for support.
- Participate in team meetings and in-service training.

**Requirements:**

- High School Diploma or GED required.
- Prior experience in early childhood, custodial/maintenance work preferred
- Strong interpersonal and communication skills
- Effective time management, attention to detail, strong organizational skills
- Ability to prioritize work and be aware of multiple time frames
- Perform the essential duties of the position
- 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

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

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