



Position Title: Certified Lead Teacher (Toddler/Pre-K), 2025-26 Academic School Year

Organization: High Hopes, Inc.

Location: 301 High Hopes Court, Franklin, TN 37064

Reports To: Director of School

Position Summary:

High Hopes, Inc., a nonprofit preschool and pediatric therapy clinic, seeks a dynamic and experienced, certified, lead teacher for our toddler and pre-k programs beginning 2025-25 academic school year. Consistent with our mission of excellence, a High Hopes' lead 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 lead teacher is a professional showing support for and partnering with families, collaborating with others, and is a reflective, continuous learner. A lead 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 WCS 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.