



Job Description: Pre-K Teacher

Organization

Founded in 1987, Our House is a comprehensive program for the working homeless serving over 1,000 clients annually. Operating on a 6-acre campus in central Little Rock, Our House empowers homeless and near-homeless families and individuals to succeed in the workforce, in school, and in life through hard work, wise decision-making, and active participation in the community. For more information, please visit www.ourhouseshelter.org.

Position

Reporting to the Child Care Manager, the Pre-K Teacher will be responsible for establishing and maintaining a classroom environment that utilizes space, materials, routines, and guidance techniques to effectively facilitate physical, emotional, intellectual and social development of the children.

Responsibilities

Develop and implement a developmentally appropriate preschool program for young children

- Plan and implement activities to meet the physical, emotional, intellectual and social needs of the children in the program
- Provide various experiences and activities for children including songs, games and story telling
- Provide weekly and monthly schedules and lesson plans of activities
- Develop culturally appropriate programs and activities
- Develop activities that introduce math and literacy concepts

Supervision and responsibilities for children

- Ensure children are supervised at all times
- Build children's esteem and comfort them
- Establish routines and provide positive guidance
- Provide a safe and secure environment for children to feel comfortable
- Implement positive discipline when required
- Clearly and effectively communicate in a manner that children understand
- Observe children and make note of progress
- Integrate special needs children in a positive and respectful manner

Develop positive relationships and communicate effectively with parents

- Discuss children's development with parents
- Help plan and attend quarterly Family Fun Night
- Understand and implement Our House's two-generation approach within our program

Other

- Familiarity with Arkansas licensing requirements
- Familiarity with Better Beginnings requirements
- Attend professional development trainings



OUR HOUSE

Hope for the Working Homeless

- Ensure equipment and the facility are clean, well maintained and safe at all times
- Participate in various Our House meetings and events as necessary
- Be familiar with Children's Center emergency procedures

Qualifications

The Pre-K Teacher will be thoroughly committed to Our House's mission. All candidates must enjoy working with children, have a positive attitude, and serve as a role model for the youth in the program. Concrete demonstrable experience and other qualifications include:

- At least 1 year of experience working with children
- Bachelor's degree in Early Childhood Education is strongly preferred
- Ability to work effectively with diverse staff, parents, and community members
- Experience with conflict resolution and/or crisis management
- Action-oriented, entrepreneurial, adaptable, and innovative approach to curriculum planning
- Ability to work effectively in collaboration with diverse groups of people
- Passion, idealism, integrity, positive attitude, mission-driven, and self-directed
- Must be able to lift 30 lbs.
- Must pass drug test and submit to background check
- CPR / First Aid certified

Skills/Personal Attributes

The Preschool Teacher must possess the following skills and attributes:

- teaching skills
- team building skills
- supervisory skills
- analytical and problem solving skills
- decision making skills
- effective verbal and listening communications skills
- stress management skills
- time management skills
- ability to maintain strict confidentiality

To apply, please email a resume and cover letter to natalie@ourhouseshelter.org and reference "Pre-K Teacher" in the subject line.