



Job Description – ABC Teacher

Organization

Founded in 1987, Our House is a comprehensive program for the working homeless serving nearly 2,000 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.

Position

Reporting to the Child Care Manager, the ABC Teacher will work in Little Learners Child Development Center PreK 4/5 Year Old Classroom. In being a Lead Teacher in the preschool classroom of a Better Beginnings Level 3 Center, the teacher is responsible for providing a safe and developmentally appropriate preschool program in accordance with Arkansas' Minimum Licensing Standards for Child Care Centers. In addition, the ABC Teacher must ensure that all curriculum and instruction fully complies with Arkansas Better Chances Program.

The Lead Teacher will also be responsible for working with the staff of our housing programs to ensure that they meet the needs of the children who live in our 80-bed shelter or our 13-unit transitional housing facility; and working with the staff of the Career Center and Case Managers on shared goals related to parenting skills and parenting education. The Lead Teacher may also work with staff of nearby local shelters in order to better serve children of other shelters in Central Arkansas that are enrolled in Little Learners. Additionally, the ABC Teacher will incorporate the two-generation approach to service of children and parents.

Responsibilities.

1. Develop and implement a developmentally appropriate preschool education program for young children
 - Plan and implement daily and weekly lesson plans using Creative Curriculum to meet the physical, emotional, intellectual and social needs of the children in the program
 - Provide lessons that reflect and cite Arkansas Early Learning Standards, Benchmark Summaries as outlined in DCCECE, and promote Kindergarten Readiness.
 - Provide various experiences and activities for children including songs, games and story telling
 - Develop activities that introduce math and literacy concepts
 - Develop culturally appropriate programs and activities
 - Implement developmentally appropriate programming while providing individualized instruction to meet the needs of each child
 - Work with children in whole group, small group, and individually
 - Using Work Sampling, maintain individualized portfolios of each child in the class that highlights their academic performance to be used as an assessment tool
 - Ensure equipment and the facility are clean, well maintained, organized, and safe at all times
 - Be respectful of children and parents
2. Supervision and responsibilities for children
 - Ensure children are supervised at all times
 - Implement Conscious Discipline as the classroom culture by:
 - Building children's esteem
 - Being alert and responsive to children
 - Establishing routines and providing positive guidance
 - Implementing positive discipline

- Demonstrate competence in daily classroom management
 - Provide a safe and secure environment for children to feel comfortable
 - Clearly and effectively communicate in a manner that children understand
 - Observe children and make note of progress daily
 - Integrate special needs children in a positive and respectful manner
 - Ensure all licensing requirements are met
 - Ensure that classroom meets and exceeds ECERS standards and formulate ongoing quality improvement plans
 - Always ensure that best practices are being used by everyone in the classroom
3. Communicate with parents, members of the community, and professionals
- Discuss children’s development with parents on a daily basis
 - Discuss identified problems and needs with professionals as appropriate
 - Participate in and promote Little Learners and Our House activities (Family Fun Night, Be Your Child’s Best Advocate, etc.)
4. Work alongside National Service Members who are serving their term in Little Learners
- Communicate all classroom norms and procedures to as well as lead National Service Members in your classroom
 - Ensure that all Little Learners and classroom expectations are being fulfilled
- Work alongside National Service Members to ensure that they are able to fully carry out lessons and activities that they have prepared for the class
5. Perform other related duties as required
- Complete a minimum of 30 clock hours of specific required professional development between July 1 and June 30 each year.
 - Register with the AECPPDS Registry
 - Attend mandatory ABC trainings as needed
 - Be familiar with and able to execute all emergency procedures
 - Lead all team members and volunteers in the classroom

Qualifications

The ABC Teacher will be thoroughly committed to Our House’s mission. All candidates should have proven experience in programs that work with high-risk children. Concrete demonstrable experience and other qualifications include:

- At least 3 years of experience working with young children
- A minimum of an associate degree in early childhood education or child development
- 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
- 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 checks
- 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