Position Description: Toddler 1 Lead Teacher
August 2020

Organization
Founded in 1987, Our House is a nonprofit organization based in Little Rock, Arkansas. 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. The diverse workforce that makes up the 100+ person team at Our House includes salaried and hourly staff, AmeriCorps and VISTA national service members, interns, and resident job trainees. Our House operates on a budget of approximately $4 million per year. Over the last decade, Our House has experienced tremendous growth, with an operating budget that has quintupled in size and a campus expansion that has included $10 million in capital investment. For more information, please visit www.ourhouseshelter.org.

Corporate Culture
Our House has a uniquely positive and mission-focused corporate culture. Team members are encouraged and expected to take their position seriously, work hard, work together, engage supporters wherever possible, and always remain focused on the Our House mission. The Our House team has defined a set of seven “Guiding Principles” that characterize our culture and that we intentionally seek to uphold. They can be found at www.ourhouseshelter.org/guidingprinciples.

Position Summary
Reporting to the Child Care Manager, the Toddler 1 Lead Teacher will work in Little Learners Child Development Center Toddler 1 Year Old Classroom. In being a Lead Teacher in the toddler 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 Toddler 1 Lead Teacher must ensure that all curriculum and instruction fully complies with The Arkansas Better Chance 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, Case Managers, and Mental Health Team 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 Lead 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 Child Development Early Learning Standards, Benchmark Summaries as outlined in DCCECE, and promote Kindergarten Readiness.
- Provide various experiences and activities for children that promote the nine domains of learning as outlined in Arkansas Child Development Early Learning Standards
- Implement developmentally appropriate programming while providing individualized instruction to meet the needs of each child
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- Work with children in whole group, small group, and individually
- Maintain an enriching learning environment through intentional use of materials in learning centers
- Maintain individualized portfolios of each child in the class that highlights their academic performance to be used as an assessment tool
- Track quarterly literacy, numeracy, and social emotional growth of each student
- 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 children with special needs in a positive and respectful manner
- Ensure all licensing and Arkansas Better Chance requirements are met
- Ensure that classroom meets and exceeds ITERS 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 through multiple means of communication such as formal and informal conferencing, text, call, and email
- Communicate daily children’s development, academic progress, behavior, and Little Learners updates through Brightwheel Communication
- 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, Positively Parenting!, etc.)

4. Work alongside National Service Members who are serving their term in Little Learners

• Communicate all classroom norms and procedures to and lead National Service Members in your classroom
• Ensure that classroom is in compliance with CNCS at all times
• 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 Professional Development Registry
• Attend assigned mandatory trainings as needed
• Attend Conscious Discipline training
• Be familiar with and able to execute all emergency procedures
• Lead all team members and volunteers in the classroom

Qualifications

The Toddler 1 Lead 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
• Child Development Associates (CDA) or Bachelor’s degree in a related field
• 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 Toddler 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

Salary and Benefits

- This is a full-time, hourly, non-exempt position.
- Benefits include employee health insurance (paid by Our House) and optional dental, vision, and life insurance (paid by employee). Benefits become available after 60 days of employment.
- 10 days of annual leave per year
- 8 days of holiday leave per year including a “birthday holiday”.
- 15 days additional leave for illness/“requirements of life”
- Employee Assistance Program

To Apply

Please send a resume and cover letter to careers@ourhouseshelter.org and include “Toddler 1 Lead Teacher” in the email subject line. The deadline to apply for this position is September 14, 2020.

Our House is a drug free workplace.

Our House is an equal opportunity employer. We value diversity and are committed to creating an inclusive environment for all team members. People of color and members of the LGBTQ community are encouraged to apply.