



EMPLOYMENT OPPORTUNITY

HOPKINS HOUSE / 1224 Princess Street / Alexandria, VA 22314

Founded in 1939, Hopkins House is a nonprofit, community-based learning center. Its mission is to provide quality educational programs and opportunities to children, youths, and their families, regardless of income, to help them achieve, in measurably effective ways, their full intellectual, economic, and social potential. The organization operates programs in the City of Alexandria, Fairfax County, and Arlington County and serves residents of communities throughout the metropolitan area. The Hopkins House Preschool Academy is NAEYC accredited and Virginia QRIS rated. Additional information is available at www.HopkinsHouse.org.

POSITION TITLE: TEACHER, PRESCHOOL

REPORTS TO: Preschool Principal

SUPERVISES POSITIONS: Assistant Teacher, Education Aide

JOB SUMMARY:

The Teacher, Preschool is responsible for planning, coordinating, and implementing daily preschool academy activities for the students in his/her classroom.

JOB DUTIES AND RESPONSIBILITIES:

- 1) Plan and implement daily lesson plans;
- 2) Participate in in-service training and attend local and regional early child development conferences, seminars and meetings;
- 3) Maintain safe and clean classroom environment;
- 4) Organize and maintain developmentally appropriate classroom;
- 5) Maintain classroom records, including children's Individualized Education Plan (IEP), attendance records, health and safety forms and procedures, and written reports;
- 6) Meet regularly and frequently with parents;
- 7) Order classroom supplies and submit custodial and repair requests;
- 8) Ensure compliance with state and local licensing rules;
- 9) Supervise classroom staff; and,
- 10) Provide such other related duties as may, from time-to-time, be assigned.

DEPARTMENT: Early Education

BASE EDUCATIONAL REQUIREMENT: Associate's Degree

TO APPLY

Qualified candidates should email résumé and cover letter to Careers@Hopkinshouse.org or fax to 703-683-3056.

HOPKINS HOUSE IS AN EQUAL OPPORTUNITY EMPLOYER.

**YEARS OF RELATED
WORK EXPERIENCE:** 1 or more years

**OTHER RELATED
REQUIREMENTS:** (1) Degree in early childhood, elementary or family education, (2) Experience in a NAEYC accredited center, and (3) Fluency in spoken Spanish a plus but not required.

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