



## Hampton Roads Community Action Program

2410 Wickham Avenue  
P.O. Box 37  
Newport News, VA 23607

### JOB DESCRIPTION

**Position:** Pre-K Teacher  
**Location:** Peninsula-Aberdeen Elementary School  
**Component:** Education and Training Services

**Qualifications:** Candidates must possess the following qualifications for employment (knowledge, skills, and abilities):

- A Virginia Teaching License with an endorsement in Early Childhood Education either NK-6, NK-12, NK-3, NK, Pre-K-6, Pre-K-12, Pre-K-3, or Pre-K;
- A Bachelor's Degree or a Master's Degree in Early Childhood Education preferred, although related degrees will be considered as long as the candidate has a Virginia Pre-K Teaching license.
- A minimum of two years of experience in working with preschool-aged children in a classroom setting;
- Knowledge of typical behaviors and expectations of four and five year old children gained through training, coursework, and experience;
- Excellent communication skills, especially good listening and writing skills;
- A Criminal record/background check and fingerprints;
- A valid Virginia Driver's License;
- A negative Tuberculin Tine screening test or a valid chest X-Ray within 10 working days of employment;
- Documentation of the Virginia Teaching License, college degree(s), and transcripts to validate degree coursework;
- A demonstrated LOVE for working with young children.
- Certifications in Medication Administration Training (MAT), CPR, First Aid, and AED within the first 30 - 45 days of employment. Certifications in any of these areas prior to employment is a plus.

**Responsibilities:** The following duties are performed by the Pre-K Teacher at Aberdeen:

- Develops and implements weekly lesson plans in conjunction with the required curriculum(s) geared towards the promotion of age-appropriate social, emotional, language, cognitive, literacy, and physical development.
- Develops and implements a consistent classroom schedule including small and large group experiences, choice time, music and movement, large and small motor activities, cognitive skills development, language skills development, self-help skills development, meals, outdoor activities, literacy development, rest time, and effective transitions between activities.
- Performs/scores/interprets the Phonological Awareness Literacy Screening (PALs-Pre-K) on each child three times (pre-test, mid-year, and post-test) a year to assist with the development of each child's Individualized Service Plan as well as to obtain a baseline on each child's strengths/needs and to measure progress.
- Performs/scores/interprets the Hampton City Schools' Pre-K Math Assessment on each child two times (pre-test and post-test) a year to assist with the development of each child's



## Hampton Roads Community Action Program

2410 Wickham Avenue  
P.O. Box 37 Newport News, VA

Individualized Service Plan as well as to obtain a baseline on each child's strengths/needs and to measure progress.

- Develops an Individualized Service Plan on each child based on screenings and assessments, observational checklists, anecdotal notes, parental input from home visits and conferences, and other developmental information on the child.
- Observes and records the behaviors and the progress of the children on an ongoing basis in order to develop and to monitor each child's Individualized Service Plan which focuses on each child's strengths and needs.
- Supervises the Teacher Assistant.
- Encourages experimentation, socialization, problem solving, exploration, choice making, cooperation, and asks open-ended questions to foster holistic development in an age-appropriate manner.
- Provides an environment that encourages and reinforces parental involvement in the classroom.
- Supervises and monitors the children at all times to ensure a safe, loving, and nurturing learning environment.
- Conducts at a minimum one home visit and one in-house conference each year with the parent(s) to discuss each child's Individualized Service Plan, screening and assessment results, overall progress, make referrals, etc. If a parent objects to having a home visit made, then it must be substituted in the form of an in-house conference (therefore, only a minimum of two conferences per year).
- Maintains and organizes a written caseload portfolio on each child, utilizing screenings and assessments, observational checklists, anecdotal notes, summaries of conferences and home visits, medical documentation (physical examinations and shot records), application information, emergency contact information, progress reports, Individualized Service Plan, contact summary logs, and other required documentation.
- Adapts the curriculum to address and to meet the individualized goals for each child as stated in each child's Individualized Service Plan.
- Maintains an ongoing inventory of classroom supplies and equipment.
- Ensures that all areas in the classroom are sanitized at the end of the day, and that bed linens for the cots are properly laundered.
- Attends meetings, trainings, and professional development activities; required to have a minimum of 32 training hours per year, excluding CPR and First Aid.

**Salary:** Negotiable with Benefits. Forty (40) hours per week.

**Application:** Qualified individuals should apply at the Downing Gross Cultural Arts Center located at 2410 Wickham Avenue, Newport News, VA. 23607. Office hours are 8:00 a.m. to 5:00 p.m., Monday through Friday. You can also visit: [www.hrcapinc.org](http://www.hrcapinc.org) to print out an application and mail to P.O. Box 37, Newport News, VA, 23607. You can also email all applications to [hrcapresume@hrcapinc.org](mailto:hrcapresume@hrcapinc.org)

**Closing Date:** Applications accepted until position is filled.

The Hampton Roads Community Action Program is an Equal Opportunity Employer