



Community Presbyterian Church  
Thomas B. Hargrave Educational Center  
Board of Directors  
801 Tazewell Street  
Portsmouth, VA 23701  
Rev. Dr. Wilbur C. Douglass, III, Pastor  
Church: (757) 485-9077/ Fax: (757) 485-3842  
Email: [office@cpcportsmouth.org](mailto:office@cpcportsmouth.org)

## VACANCY ANNOUNCEMENT

**Position:** Teacher, Thomas B. Hargrave Educational Center  
**Location:** 801 Tazewell Street, Portsmouth, Virginia  
**Application Timeline:** Open September 18, 2020, until filled  
**Salary:** Based on education and experience  
**Employment:** 12 months, full time

### **GENERAL DEFINITION AND CONDITION OF WORK:**

Performs professional and competent work providing a broad range of teaching services, assisting preschool aged children to develop skills, attitudes and knowledge needed as a foundation for learning. Supervision is exercised over the assigned Thomas B. Hargrave Assistant Teacher. Work is performed under the regular supervision of the Thomas B. Hargrave Educational Center Director.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

Comprehensive knowledge of the practices, methods and techniques used in teaching pre-kindergarten students, ages 2 to 4; knowledge of pre-k instructional programs congruent with state curricula; proficient in the use of instructional technology; ability to create lesson plans and deliver instruction that impact learning outcomes; exemplary skills in maintaining a conducive and safe environment for learning and play; good oral and written communication skills, excellent classroom organizational and management skills; implacable patience in working with children through different activities; excellent interpersonal skills in maintaining positive relationships with staff and parents.

### **EDUCATION AND EXPERIENCE:**

1. Associate degree in Early Childhood Education required; Bachelor's degree in Education or a related field of study preferred
2. Considerable experience in working with children of pre-school age or younger in a school or childcare center

### **APPLICATION PROCEDURE:**

Please submit a resume and letter of interest to [office@cpcportsmouth.org](mailto:office@cpcportsmouth.org)

*Thomas B. Hargrave Educational Center is an Equal Opportunity Employer.*