



## **Job Description - Early Childhood Head Teacher**

The Early Childhood Head Teacher, under the supervision of the Early Childhood Director, is responsible for developing and implementing a developmentally based, educational program for an assigned class of school children. The curriculum must meet the emotional, physical, cognitive, and social needs of both the individual child and the group.

### **Essential Duties and Responsibilities**

1. Greets each child in a warm and friendly manner.
2. Read each individual child's files in his/her class and is knowledgeable about their medical and developmental histories.
3. Interacts with the children and encourages their involvement in activities.
4. Provides a warm, safe, and caring environment that is kept orderly, clean, and appealing. The environment should allow the child to grow and to explore.
5. Plans, prepares, and implements daily activities (indoor/outdoor) as they relate to the curriculum.
6. Responsible for the health, welfare, and safety of the children.
7. Provides overall supervision of toileting and bathroom time.
8. Oversees all mealtime/snack time activities and related record keeping.
9. Maintains daily attendance records.
10. Maintains ongoing developmental records for each child, including keeping records of all developing skills (physical, social, emotional, and cognitive).
11. Keeps a "portfolio" of each child's progress, including photographs, samples of their artwork, writing, etc...
12. Maintains good communication with parents on a daily basis through the use of daily sheets, notes, or verbally.
13. Supervises, trains and utilizes assistant teacher's (and volunteer's) skills and abilities.
14. Works with other staff members to form a positive, supportive team atmosphere.
15. Ensures confidentiality of privileged information.
16. Maintains adherence to all company policies and procedures, including safety requirements.
17. Must work the days and hours to perform all assigned responsibilities and tasks, be punctual and timely in meeting all performance requirements, including but not limited to, attendance standards and work deadlines.
18. Performs additional program duties as assigned by the Director according to agency needs.

### **Periodic Duties**

1. Attends all Early Childhood staff meetings (Exact meeting dates and times TBA).
2. Attends all supervisory meetings, team planning meetings and curriculum meetings scheduled by the Early Childhood Director.
3. Attends the Early Childhood Orientation and set-up week prior to the start of school and the clean-up week following the last day of school.
4. Participates in Parent Orientation Night and Parent/Child Open House prior to school.
5. Attends workshops, conferences, & any in-service training sponsored by the Early Childhood Center as approved and instructed by the Early Childhood Director.
6. Attends and assists with the Preschool Graduation.
7. Submits a written lesson plan weekly to the Early Childhood Director for prior approval.
8. Maintains cleanliness in staff lounge.

### **Minimum Position Requirements**

1. Ability to effectively interact and relate to children in a developmentally appropriate manner.
2. Must be sensitive to individual children's differences and needs, and be willing to adjust the program & curriculum to meet those individual needs.
3. Must be motivated to learn and grow in an educational environment; and be willing to continually increase knowledge in the field of Early Childhood Education.
4. Must be able to relate with and speak to parents in a respectful and courteous manner.
5. Must be willing to work in a team environment; be willing to share ideas & be open to other's ideas; be flexible & willing to compromise.
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### **Special Requirements and Physical Demands**

1. Regular to frequent requirement, and as needed, to lift children (up to 45 lbs.), including bending, stooping, stretching, squatting, pushing and pulling, and sitting and walking.
2. Noise level can be moderate to loud.

### **Relationships**

Responsible for maintaining positive, courteous and professional relationships with the following:

1. Children in the Early Childhood Program.
2. Families of the children enrolled in the program
3. All Early Childhood Staff including other teachers, administrative staff & Director.
4. Professional staff from other related agencies.
5. The greater community.