



## Job Description

**Title:** Head Teacher Full Time

**Department:** Children's Services

**Starting Wage:** \$15.00/hour

### **JOB SUMMARY:**

The Head Teacher assists the Director of the Child Development. This is a full-time 40 hours per week position and is both hands on teaching position and administrative duties. The Head Teacher supports other teachers to reach and teach every child, collaborate with parents and families, and work with the community to maintain both a developmentally appropriate and rigorous educational program. This is a full time hourly position and includes a District benefit package, including retirement (Cal PERS) which includes a paid percentage by both employer and employee.

**ESSENTIAL JOB FUNCTIONS:** *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Assure compliance with applicable state and county codes and regulations.
- Comply with State Licensing Child Care regulations including completing appropriate paperwork.
- Work closely with parents and families.
- Perform a variety of miscellaneous duties, including but not limited to, answering the telephone, running errands, ordering and picking up supplies, conducting activities, set-up for events and promote the program by community outreach.
- Maintain an environment that is tolerant and respectful of child and family cultures, values and differences.
- Collaborate with teachers to plan instructional activities and lessons that promote developmentally appropriate student learning.
- Oversee and formally evaluate the curriculum and the instruction of the staff.
- Teach, educate and monitor children as needed to meet safety and licensing regulations.
- Procure and organize instructional equipment and supplies.
- Monitor the safety of students, staff and facilities.
- Regularly inspect equipment and play areas to ensure safety and cleanliness.
- Promote the positive image of the Children's Services programs and the FRRPD.
- Build a professional work environment that is typified by hard work, respect and collaboration and includes a system of constant feedback, reflection and action.
- Remain current on issues and trends in early childhood education.
- Assist the Director with a vision for program development and change.
- Supervise and implement program curriculum.
- Maintain a visible presence to staff, students and pre-school families.

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#### **REQUIRED KNOWLEDGE AND SKILLS:**

- Proven ability to plan, organize and direct educational programs and activities.
- Ability to organize workload independently and set priorities; to adapt quickly to those changing priorities; and perform multiple interrelated tasks under deadline pressures.
- Knowledge of pertinent District policies and procedures and employee handbook.
- Excellent communication skills and organizational skills.
- Ability to understand and manage the complexities of a large pre-school program.
- Ability to establish and maintain good inter-personal relationships with parents, children, staff and the community.
- Detail-oriented and proficient in maintaining accurate records.
- Skill in reading, understanding, interpreting, and applying relevant laws, codes and regulations.

#### **EDUCATION, CERTIFICATIONS AND LICENSES:**

##### MINIMUM QUALIFICATIONS

- 24 Core Semester units early Childhood Education/Development
- 3 Semester units in Administration or Staff Relations OR must complete within one year of employment.
- 2 Years teaching experience in a supervised group Child Care Center.
- A valid State of California class 'C' driver's license and a satisfactory driving record required.
- CPR and First Aid certificates
- Proof of Immunizations: MMR, Pertussis and Flu.

**ENVIRONMENTAL FACTORS AND CONDITIONS/PHYSICAL REQUIREMENTS:** *The physical demands Described herein are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions.*

- May be required to lift and carry items up to 50 pounds.
- Ability to sit at a desk and in meetings for extended periods of time.
- Must be able to stand, walk, see hear and communicate with the sufficient acuity to successfully perform all aspects of the job.
- Perform simple grasping and fine manipulation, dexterity and frequent handling of papers.
- There will be some bending, kneeling and overhead reaching.
- Ability to use telephone and write or use keyboard to communicate through written means.

#### **ADDITIONAL INFORMATION:**

**Reports To:** Director of Children's Services

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