



Position Description – Child Care Head Teacher

Supervisor: Child Care Director

Description

Under general supervision, the Head Teacher provides developmental care and supervision to children enrolled in the child care center as part of a teaching team and functions as a team leader. The Head Teacher plans and implements an age appropriate curriculum & daily schedule and, with active participation of other members of the teaching team, establishes and maintains supportive relationships with children and parents. Acts as lead supervisor to Teacher Aides and models appropriate child care practices for Child Development students and volunteers. Performs other related work as required.

Minimum Qualifications

Must be at least 18 years of age and have at least 2 years of qualifying teaching experience, with at least one year as a teacher, in a certified child care center. Documentation of attaining at least level four in Professional Development Registry or 50 hours of training in Early Child Development including at least 4 hours in Human Growth & Development, 4 hours in Understanding & Guiding Behavior and 4 hours in two additional Core Knowledge categories. Associate's Degree in Child Development or CDA is preferred. Must have current pediatric CPR and First Aid card and be registered in the Oregon Central Background Registry.

Responsibilities & Duties

To establish and maintain a safe and healthy environment

1. Designs appropriate room arrangement to support the goals of the classroom
2. Plans and implements a nutritious snack program
3. Promotes healthy eating practices
4. Maintains a safe and clean environment
5. Posts necessary information to ensure the safety and well-being of the children
6. Maintains an orderly learning environment

To advance physical and intellectual competence

1. Provides a balance between child-initiated and teacher-initiated activities
2. Provides a balance between quiet and active learning activities
3. Uses equipment and materials for indoor and outdoor play that promotes children's physical development
4. Involves children in planning and implementing learning activities
5. Provides an integrated curriculum that meets the needs of individual children
6. Plans and implements experiences that promote language and literacy development
7. Plans and implements activities that promote the acquisition of number concepts



To support social and emotional development and provide positive guidance

1. Plans and implements hands-on activities that develop positive self-esteem
2. Plans and implements hands-on activities that develop social skills
3. Plans and implements culturally diverse experiences
4. Uses and promotes positive guidance techniques
5. Provides a wide variety of creative and expressive activities
6. Establishes routines with smooth transition periods
7. Communicates with children at their developmental level
8. Encourages children to be independent

To establish positive and productive relationships with families

1. Relates assessment information to parents and offers support for dealing with children at different developmental stages
2. Promotes communication with parents through progress notes
3. Provides a variety of ways that families can participate in the program and encourages parents to participate

To ensure a well-run, purposeful program responsive to participant needs

1. Assumes responsibility for the operation of the child care center in the director's absence
2. Assesses program supplies and materials needed prior to implementing activities
3. Coordinates and helps supervise aides, assistants and volunteers working in the classroom
4. Maintains written plans on a weekly basis
5. Assesses children's needs and developmental progress on an ongoing basis
6. Uses the results of assessment to plan activities

To maintain a commitment to professionalism

1. Promotes the center's philosophy and educational objectives
2. Supports the center's code of ethical conduct
3. Engages in more than the minimum 15 hours a year of ongoing staff development to improve personal and professional skills
4. Supports the professional growth and development of colleagues by sharing materials and information and providing helpful feedback and encouragement
5. Attends staff meetings, and inservice training provided by the center

Knowledge, Skills, Abilities and Attributes

Knowledge

The Head Teacher must have proficient knowledge in the following areas:

- child development and early education theories and practices
- safe and appropriate activities for children
- relevant state regulations, policies and procedures to ensure that children are supervised and safe at all times



Skills

The Head Teacher must demonstrate the following skills:

- team building skills
- supervisory skills
- analytical and problem solving skills
- decision making skills
- effective verbal and listening communications skills
- stress management skills
- time management skills
- teaching skills

Abilities

The Head teacher must be able to meet the following mental and physical demands:

- ability to communicate effectively (verbal and written)
- ability to maintain emotional control under stress
- ability to routinely lift children (up to 50 lbs. unassisted), move furniture in an early childhood classroom and sustain long hours of active work

Personal Attributes

The Head Teacher must maintain strict confidentiality of family information. The Head Teacher must also demonstrate the following personal attributes:

- be respectful
- possess cultural awareness and sensitivity
- be flexible
- demonstrate sound work ethics
- be consistent and fair
- be compassionate and understanding
- be able to build esteem while ensuring a safe and secure environment