

Job Description

Job Title: Head Teacher (age group)

Reports to: ECE Program Director

Location: Name of ECE and address

Position Summary:

The Head Teacher is responsible for the supervision of children in the classroom assigned to them. The Head Teacher is also responsible for the planning and implementing of developmentally-appropriate learning activities and setting up the learning environment. The ongoing learning activities and learning environment shall promote the social, emotional, cognitive and physical development of each child enrolled in the classroom.

Responsibilities

- Develop weekly and/or monthly lesson plans and activities
- Implement PUC ECE policies and procedures, (State) regulations and guidelines in the day-to-day operation of an early childhood development program for (age of children in the group. Example: 3 to 5 year olds), including developmentally-appropriate practices for a preschool program
- Assess and record information required to document the growth and development of children
- Attend all staff meetings and in-service provided at the ECE Program
- Create a welcoming and safe environment for children to have the opportunity to learn and grow
- Develop and maintain a positive relationship with parents and children
- Provide day-to-day supervision and support to teacher assistants, teacher aides, substitutes, and volunteers, which include sharing daily program plans and discussing goals for children
- Model the Seventh-day Adventist values, attitudes, expectations, beliefs and choices that will enhance program excellence
- Supervise the children in the classroom.

Qualifications

- †BS or AA degree in Early Childhood Education (Check state regulations for minimum requirements for a Head Teacher if a teacher with an ECE degree is not available.)
- Current Child Development Teacher or Master Teacher Permit from the Commission on Teacher Credentialing
- Current Level 4 or higher Professional Achievement Recognition certification from the Pacific Union Conference Early Childhood Education
- Experience teaching in an ECE classroom
- Knowledge of young children and child development
- Ability to relate positively to young children, parents and staff
- First aid/CPR
- Effective leadership and communication skills
- Ability to work within a team atmosphere
- Computer skills
- Ability to lift up to 40 lbs
- Ability to walk, squat/kneel, sit on floor, see, hear, speak with children to ensure children's health and safety.