

Head Teacher Job Description

Job Definition:

The Head Teacher is responsible for overseeing the immediate daily care of the children and environment of the Downtown Ithaca Children's Center and directing volunteers within the structure developed by the Director and in keeping with the DICCC Statement of Principles.

Responsibilities include, but are not limited to the following:

- Supervise children in the DICCC.
- o Interact with children in a wide variety of activities including playing, reading, play dough, markers, blocks, large motor room and outdoor play.
- o Help children to behave in a socially appropriate manner through the use of positive reinforcement and positive discipline.
- Warmly greet parents and maintain an open line of communication through daily conversation.
- o Communicate with parents who come to pick up their children about the child's stay at the center.
- o Call parents if their child becomes ill, in accordance with our health policy.
- Maintain an orderly, safe, healthy and stimulating environment.
- Maintain the personal hygiene of children at the center.
- Develop and implement age appropriate programs and activities.
- Maintain daily records.
- Supervise volunteers, assistant teachers, and substitutes.
- Communicate with the director about the running of the center.
- o Attend regular staff meetings. Staff meetings are the last Thursday of every month from 5:30-7:30 pm, unless otherwise announced. The staff meetings are mandatory. If there is an emergency and you cannot attend, you must inform the Director.
- o Provide lists of needed supplies.
- Commitment to ongoing staff development in keeping with OCFS licensing requirements; willingness to read, to learn and to increase understanding of child development through workshops and study.

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Relationship:

Accountable to the Director.

Personal Qualities:

Must be physically able to perform the job of teacher of young children. Must have a warm, supportive attitude toward children. Must be reliable. Must be flexible in receiving assignments or adapting to changes in the program. Must be willing to accept supervision in order to improve work performance.

Qualifications:

Head of Group Preschoolers –

- Associates Degree in E.C., Child Development or related field
- OR CDA Credential, or other office recognized credential specific to the preschool developmental period AND 1 year experience related to caring for children
- OR 9 college credits in E.C., Child Development or a related field, with a plan leading to a CDA credential or an Associates Degree in E.C, Child Development or a related field AND 2 years experience related to caring for children.

Head of Group for Infants/Toddlers –

- Associates Degree in E.C., Child Development or related field AND 1 year experience related to caring for infants and toddlers
- OR Infant and Toddler Child Care and Education credential, Infant Toddler CDA Credential, or other office recognized credential specific to the infant/toddler developmental period AND 2 years experience related to caring for children
- OR CDA Credential AND 2 years of experience caring for children, one on which must be related to caring for infants or toddlers
- OR 9 college credits in E.C., Child Development or a related field, with a plan of study leading to an Infant and Toddler Child Care and Education credential, or Infant Toddler CDA credential, or other office recognized credential specific to the infant/toddler developmental period, or an Associates Degree in E.C, Child Development or a related field AND 2 years experience related to caring for children, one of which must be related to working with infants or toddlers.

Head Teacher Criteria

In addition to the job descriptions outlined for the head teacher, the following is a list of expectations for any staff holding a head teacher position. These items will be addressed during head teacher evaluations:

- The modeling of positive and respectful language with children, families, and other staff persons.
- Skills for supervising other team members, including good conflict resolution and listening skills.
- The ability to take team feedback and input and sincerely support everyone feeling integral to team processes.
- Demonstrate the ability to work with and lead team consistency in dealing with children with challenging behaviors.
- Demonstrate communication skills that allow constructive feedback from a supervisor and team members, making decisions that weigh all the information available.
- Lead the team in professional behavior, taking into account the needs of others and open to suggestions for changes. This includes the willingness to seek advice and assistance from a supervisor when needed.
- Demonstrate the ability to create and implement age appropriate lesson plans and activities, utilizing the universal format that is in place. Lesson plans are due every Thursday.
- For every new child, the initial Developmental Checklist Assessment should be completed within the first four weeks and continued on an ongoing basis. If there are concerns with a child DECA should be completed.
- Positively represent the team and the Center, pro-actively interrupting and redirecting any negative discussions or gossip.