



Head Teacher

Professional Commitment

1. This is a full time position that requires opening and closing hours.
2. This person is responsible for the operations of the classroom and the licensing requirements in the classroom.
3. This person will be ultimately responsible for the curriculum planning, classroom management, and licensing compliance.

Education

1. Must have or are working toward completing an Infant Toddler, Preschool, or Inclusion credential within 1 yr. of accepting position.
2. Ongoing educational goals will include a path to an Associate Degree in Child Development or Early Education in their professional development plan.

Interpersonal Skills

1. This person needs to be emotionally mature to stay calm and handle stressful and emergency situations in a professional manner.
2. Capable of providing a nurturing, safe and loving environment for children, parents and other staff.
3. Able to communicate in a timely and professional manner with other staff and parents
4. Have a sense of humor in dealing with daily stress of meeting children and parents needs
5. Have a positive attitude in daily interactions with children, parents and co-workers.

Organizational skills

1. Must be able to set and meet timelines without reminders
2. Must be able to keep children, yourself and others organized
3. Have necessary equipment and supplies in the room and ready on Fridays for the next week.
4. Conserve and recycle supplies
5. Keep classroom, closets & storage areas clean and organized
6. Make a list of projects & duties to follow through each day/week
7. Prepare appropriate materials in advance and organize them in the classroom
8. Document children's developmental progress on a weekly basis
9. Plan the monthly calendars and lesson plans using Creative Curriculum goals, with other teaching staff, that inform parents of educational goals and themed activities for the classroom

Team work

1. Supervise, mentor and evaluate other staff working with you on an ongoing basis
2. Must be able to give directions to others and get compliance
3. Use professional conversation with other staff, parents and children
4. Contribute to staff/building meetings by offering suggestions for improvements or to solve problems
5. Plan ahead for supply inventory and ordering
6. Orientate and mentor new or transferred staff
7. Understand and explain/enforce handbook policies and procedures with staff
8. Resolve problems with other staff in a timely manner

Health & safety

1. Enforce safety and health policies re: children, equipment and policies & procedures
2. Report child abuse to proper authorities
3. Assure that the daily cleaning schedule is completed each day.

Classroom & Curriculum

1. Provide theme and skill based lesson plans
2. Use WMELS best practices and Creative Curriculum to set up, implement, plan, and evaluate socially and developmentally appropriate daily activities.
3. Set up learning centers with materials that reflect themes and skill development.
4. Use community resources to supplement the themes and lesson plans
5. Set the classroom routine to meet the children's needs
6. Provide books, music and materials for group time.
7. Type calendars, newsletter and write lesson plans each month, with other classroom staff, to assure that parents understand their child's educational experience are related to WMELS
8. Have group control of the children in the classroom using behavior management techniques that reinforce appropriate social and group interactions through redirection
9. Sit & eat center provided food with children and encourage table manners
10. Monitor classroom displays so they reflect children's learning experiences

Parents

1. Greet parents and children and discuss behavior and educational goals on a daily basis
2. Communicate with parents to help them understand their child's needs.
3. Provide resource information for parents
4. Document that meetings with parents are held in fall and spring to discuss each child's developmental and social progress.
5. Welcome parents as partners in educating their child through field trips and volunteer activities

Children

1. Develop redirection plans for children and communicate that plan with other staff in the room
2. Anticipate and respond appropriately to children's and parents needs
3. Anticipate and respond appropriately to children's daily needs and encourage self-help skills
4. Develop behavior modification plans to help children have a positive learning experience and communicate plans to other staff.
5. Keep the room child centered with hands on activities and displays of completed work.
6. Make appropriate and timely referrals to the appropriate agencies when a child experiences difficulties

Licensing

1. Be knowledgeable of licensing rules and mentor others to keep classroom in compliance
2. Complete licensing safety checklist monthly
3. Obtain CED training as required by DCF-251
4. Have a current Registry Certificate and update each year
5. Monitor and record medications and procedures for administering medications
6. Complete incident reports and give to parents the same day
7. Complete accident reports and fax to licensing within 24 hours
8. Ensure the requirements for food service meals are met
9. Keep appropriate attendance records and confirm daily attendance or changes with Program Director
10. Update emergency information and schedules for children
11. Know the whereabouts of the children in your care

All staff are responsible to assist with anything that is necessary to keep the program running smoothly and efficiently to meet licensing requirements. Including but not limited to outside clean up, floors and carpet maintenance during times of illness, and assisting with fund raising events.

I agree to perform the job duties and responsibilities

Staff Signature

Date

Copied & returned by:

A copy of this signed job description will be returned to you for your orientation packet