HEAD TEACHER

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

To lead, oversee and participate in the more complex and difficult work of staff responsible for providing a safe, enriching and challenging learning environment for preschool age children; to teach children a variety of basic skills; to prepare and lead lessons, games and activities; and to perform a variety of tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from assigned Recreation Program Coordinator or Recreation Supervisor.

Exercises technical and functional supervision over lower level staff.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS - *Essential and other important responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Lead the work of staff responsible for planning and preparing curriculum for preschool age children; plan and prepare lessons, activities and art projects; implement lessons and activities.

2. Instruct children in various basic skills including but not limited to colors, shapes and alphabet familiarization; assist children in developing social skills.

3. Supervise children during indoor and outdoor play free time and nap time; assist in resolving interpersonal conflicts.

4. Lead children in a variety of lessons, games and activities including circle time, songs and show and tell; provide playground supervision during physical education.

5. Purchase grocery supplies needed for lunch and snack time; plan, prepare and serve nutritious lunches and snacks to children.

6. Plan, arrange and supervise field trips to off-site locations.

7. Assist children in toilet training; change diapers as needed.

8. Maintain accurate and up-to-date records of payments for day care services.

9. Administer first aid to children as needed; dispense medication to children as authorized by doctor.

10. Conduct student evaluations; assess student skill levels and progress; interact and communicate with parents regarding their child's progress.

11. Ensure adherence to safe work practices and procedures, both inside and outside the classroom.

Marginal Functions:

1. Order books and classroom supplies; update classroom materials as needed.

2. Maintain cleanliness and neatness in the classroom.

3. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operations, services and activities of a day care program.
Principles and practices of early childhood development.
Instructional methods and techniques.
Methods and techniques of lesson planning.
Principles and practices of lead supervision and training.
Principles and techniques of conflict resolution.
Principles and practices of nutrition.
Principles and procedures of record keeping.
Pertinent Federal, State and local codes, laws and regulations.

Ability to:

Lead and organize the work of staff.
Independently perform the most difficult teaching duties.
Interpret, explain and enforce City policies and procedures related to day care services.
Teach children a variety of basic skills.
Plan, prepare and implement lessons, activities, projects and games.
Plan, arrange, supervise and participate in field trips.
Provide classroom and playground supervision.
Ensure a safe learning environment.
Plan, prepare and serve nutritious lunches and snacks.
Evaluate skills and progress of children.
Maintain accurate records and files.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.
Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years of increasingly responsible day care experience.

Training:

Equivalent to the completion of the twelfth grade supplemented by 12 units of college level course work in early childhood education or a related field.

WORKING CONDITIONS

Environmental Conditions:

Classroom and playground environment; exposure to noise, inclement weather conditions; potential exposure to infectious diseases or human body fluids; extensive contact with children.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for walking or standing for prolonged periods of time; moderate or light lifting and carrying; repeated bending; near visual acuity for record keeping.