

POSITION	ASSISTANT HEAD TEACHER—CHILD CARE
CLASSIFICATION	Non-Exempt/Full-Time
COMPENSATION	Level L or M
SUPERVISORY CONTROL	Head Teacher
SUPERVISION EXERCISED	Assistant Teachers
SUMMARY of RESPONSIBILITIES	
Effectively lead and teach, per direction from head teacher and child care program coordinator and according to agency and child care regulations.	

QUALIFICATIONS

<p><u>EDUCATION & EXPERIENCE:</u></p> <p>Required:</p> <ul style="list-style-type: none"> • CDA, or • AA/AS in related field, or • BA/BS in related field <p>Above Required Qualifications w/adjusted Compensation:</p> <ul style="list-style-type: none"> • AA/AS in early childhood education (ECE), or • BA/BS in related field with 18 ECE credits <p>Additional Preferred Qualifications: Supervisory experience</p>	<p><u>KNOWLEDGE & SKILLS Required:</u></p> <ul style="list-style-type: none"> • Proven leadership abilities • Creativity in teaching, team management, and supervision
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GENERAL EXPECTATIONS

1. Have an interest in and concern for children and their families.
2. Follow policies and procedures of the organization.
3. Consistently report to work on time prepared to perform duties of position.
4. Support agency mission and program philosophy.
5. Maintain confidentiality.
6. Maintain a positive and respectful attitude.
7. Use agency computer system to complete duties.
8. Attend and make use of training opportunities.

DUTIES AND RESPONSIBILITIES

1. Manage and oversee the daily functioning of the center in coordination with, and in the absence of, the head teacher.
2. Supervise assistant teachers, volunteers, and any other adults in coordination with and in the absence of the head teacher.
3. Have a working knowledge of the Curriculum Manual to use in planning, preparing, and implementing the program for specific small group of children. Assist the head teacher with general center planning (including special events and field trips).
4. Maintain awareness of developmentally appropriate practices and general knowledge of children's behaviors and skills at the center to ensure that the program is meeting each child's individual needs.
5. Create an emotionally responsive, caring, positive, and accepting environment supportive of the individual development of each child.

6. Create a classroom environment based on the NAEYC classroom observation tool.
7. Supervise and interact with children in all activity areas inside and outside, with accountability in a developmentally appropriate manner.
8. Participate in all routines of the daily program.
9. Assist in routine assessment and observations. Be responsible for advocating special services or further screenings of indicated children.
10. Promote positive communication with parents and have good communication skills. Address parent issues and concerns in a productive, positive, and appropriate manner.
11. Know and follow all policies and procedures of the organization and DPW regulations. Assist the head teacher in spotting and correcting areas of noncompliance (e.g., staff/child ratio).
12. Maintain health and safety standards in the center.
13. Maintain and update equipment, supplies, and center appearance, and give input for ordering classroom materials.
14. Attend staff and teachers' meetings when possible, or read notes and bring forward issues, concerns, ideas, and problems.
15. Develop an annual training plan with the head teacher, and attend and make use of appropriate trainings.
16. Be aware of and use ethical communication practices.
17. Relate well with staff, children, parents, and the public. Be familiar with the child care program, and believe in the worth of its goals and purposes.
18. Oversee the assistant teachers in performing their responsibilities as specified.
19. Evaluate assistant teachers with assistance from the head teacher.
20. Arrange for center substitutes in coordination with or in the absence of the head teacher.
21. Facilitate meetings (e.g., teacher aide, foster grandparent, staff).
22. Enhance the level of communication with all parents in the center. Assist other assistant teachers with parent conferences.
23. Assist head teacher in completion of routine paperwork tasks as delegated.
24. Perform other duties as assigned.

PHYSICAL FUNCTIONS

In order to carry out the essential functions of this position, the employee must be able to perform the following physical functions without any health restrictions: stand and walk for 30 minutes continuously; run for 2 minutes continuously; sit in adult chairs for 60 minutes continuously; sit in child-size chairs for 30 minutes continuously; sit on the floor for 30 minutes continuously; squat, kneel, bend, and crawl frequently and continuously; push up to 100 pounds on flat surfaces; lift and carry 40 pounds; balance to carry small child or move equipment; climb up and down stairs; hear and see within normal ranges; work indoors in temperatures between 60 and 90 degrees and in outside temperatures between 25 and 95 degrees; finger dexterity to be able to write, cut, type, staple, buckle, feed, change diapers and clothing; exposure to noise that is typical in an early childhood classroom.

MENTAL REQUIREMENTS

Effective English communication skills verbally and in writing, including both expressive and receptive skills

Creativity in teaching, team management, and supervision

Effective time management

Mental flexibility

Child behavior management that supports learning in a relaxed, calm classroom environment

Judgment that results in sound decisions

Initiative and resourcefulness in meeting job requirements and teaching objectives.

EMOTIONAL REQUIREMENTS

Motivation and self-discipline to learn independently

Patience in teaching, teamwork, and supervision

Interpersonal skills that support constructive workplace relationships and teamwork

Manage repetitive instructional and recreational tasks such as observations/assessments and ECE skill teaching without experiencing undue stress.

Manage repetitive tasks such as feeding, rocking, holding, facial engagement and talking to babies without experiencing undue stress.

Maintain energy and display enthusiasm for teaching.

Take appropriate emotional risks to implement new techniques and approaches.

MARGINAL FUNCTIONS

Provide transportation in personal vehicle or agency vehicles as needed: Have access to a vehicle with current registration, inspection and insurance; have a valid state driver's license; agree to use safety equipment in the vehicle properly; and be willing to use this vehicle on the job for self and transportation of others.

This job description is a general description of essential job functions. It is not intended as an employment contract, nor is it intended to describe all duties someone of this position may perform. All employees of Snyder Union Mifflin Child Development, Inc. are expected to perform tasks as assigned, regardless of job title or routine job duties.

I HAVE READ AND UNDERSTAND THE DUTIES AND RESPONSIBILITIES OF THIS POSITION.

Name

Date