

POSITION	CENTER FOR SCHOOL AGE DEVELOPMENT(CSD) HEAD TEACHER
CLASSIFICATION	Non-Exempt
COMPENSATION	P, H, G or E
SUPERVISORY CONTROL	CSD Coordinator or Assistant CSD Coordinator
SUPERVISION EXERCISED	CSD Assistant Teacher
SUMMARY of RESPONSIBILITIES: effectively lead and teach the CSD classroom, per agency and child care regulations.	

QUALIFICATIONS

<p><u>EDUCATION & EXPERIENCE:</u></p> <p>Required: High school diploma and two years' experience working with school age children.</p> <p>Preferred: Associate's degree or its equivalent in early childhood education, child development, special education, elementary education, or human services, or a CDA from an accredited college or university; and 2 years' work experience related to the care and development of children</p> <p>Bachelor's degree and teaching certification in early childhood education, elementary education, or human services from an accredited college or university, plus 1 year's experience and supervision skills</p>	<p><u>KNOWLEDGE & SKILLS Required:</u></p> <ul style="list-style-type: none"> • Creativity in teaching, team management, and supervision • Child behavior management which supports learning in a relaxed, calm classroom environment
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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 the overall functioning of each day's activities and routines.
2. Supervise volunteers, substitutes, student interns, assistant teachers.
3. Create a general, developmentally appropriate classroom plan to meet children's group and individual needs.
4. When applicable, involve other staff in classroom and activity planning, and follow through with plan evaluation; document daily activity plan.
5. Maintain, organize, and call to attention of the team the teaching-related activities and idea resources.
6. Maintain and update classroom areas, and coordinate/delegate classroom arrangements, including bulletin boards, learning centers, and room area arrangements. Be responsible for general site appearance.
7. Maintain health and safety standards in the classroom (e.g., fire drills, playground safety).
8. Know all program policies, procedures, and DHS regulations, taking steps to ensure that the program is in compliance.
9. Make sure all necessary records are maintained and reviewed, including accident reports, staff time sheets, medicine reports, etc.
10. Arrange for substitutes in coordination with CSD coordinator.

11. Organize center field trips, summer activities, and at least monthly, special site events.
12. Encourage ongoing parent–teacher communication, supervise parent–teacher conferences, and assist CSD coordinator with parent meetings.
13. Provide a developmentally appropriate program, taking into account the child’s individual needs, as well as the philosophy and curriculum of the program.
14. Create a warm, caring, positive, and accepting environment for children.
15. Be emotionally responsive and supportive of the individual development and needs of each child.
16. Be willing to participate in all routines of the daily program.
17. Assist CSD coordinator with staff evaluations, and evaluate appropriate provisional employees.
18. Assist CSD coordinator with program evaluations.
19. Be responsible for staff assignment of
 - a. custodial duties
 - b. snack planning, preparation, and acquisition
 - c. requisitioning and stocking classroom supplies
20. Attend CSD staff meeting and bring forward issues, concerns, problems, and ideas.
21. Cooperate with other program staff, lead the team, and facilitate a productive, positive work environment.
22. Use ethical communication as a standard in interaction.
23. Develop and maintain a positive working relationship with CSD site representatives.
24. Relate well with staff, children, parents, and the public. Be familiar with the child care program, and believe in the work of its goals and purposes.
25. Be responsible for all site mail.
26. 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 1 minute continuously; sit in adult chairs for 60 minutes continuously; sit in child size chairs for 15 minutes continuously; sit on the floor for 15 minutes continuously; squat, kneel, and bend frequently and continuously; push up to 75 pounds on flat surfaces; lift and carry 30 pounds; reach to 6 feet; balance to participate in activities; climb up and down stairs; hear and see within normal ranges; work indoors in temperatures between 60 – 90 degrees; outside temperatures between 25 – 95 degrees; finger dexterity to be able to type, tie, write, cut, staple, zipper and button; exposure to noise which is typical in a classroom setting; ride on a bus.

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 which supports learning in a relaxed, calm classroom and Camp environment.

Judgment which results in sound decisions.

Initiative and resourcefulness in meeting job requirements and objectives.

EMOTIONAL REQUIREMENTS

Motivation and self discipline to learn independently.

Patience in teaching, teamwork, and supervision.

Interpersonal skills which support constructive workplace relationships and teamwork

Manage repetitive instructional and recreational tasks such as homework assistance, playing games, observations/assessments, skill teaching without experiencing undue stress.

Maintain energy and display enthusiasm for teaching.

Take appropriate emotional risks to implement new techniques and approaches.

Maintain professional boundaries with other employees and with children/families.

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