

Job Description Head Teacher

Purpose of Employment-

The supervision of children, assistant teachers, volunteer staff, and the creation and implementation of curriculum.

Essential Functions and Responsibilities-

The head teacher will-

- Be responsible for opening and closing procedures of the center.
- Create the curriculum for the center.
- Implement curriculum.
- Supervise and direct assistant teachers and volunteer staff.
- Be responsible for classroom arrangement.
- Work with director in creating staffing schedules.
- Implement NAEYC standards for a quality center.

Other Duties and Responsibilities-

- Keep up to date on current research and techniques relating to child development and preschool curriculum and activities.
- Center cleaning responsibilities.
- Collaboration with the director in all aspects of center operation.
- Food Preparation/Supervision of Food Worker.
- Supervision and assistance with toileting.

Knowledge and Skills-

- B.A. in Child Development.
- Minimum of two years preschool teaching experience.
- Have knowledge of NAEYC standards for a quality center.

Physical Demands-

- Must be physically able to lift, chase, and maneuver children ages 2 ½ to 5 ½ years old.

Working Conditions and Environment-

- One room center serving 10-20 children with two outside play areas.