

Head Teacher

The Head Teacher plays a vital role in creating a joyful, child-centered classroom inspired by the Reggio Emilia approach. This position calls for a passionate educator who nurtures strong relationships with children and families, ensures a safe learning environment, and brings curiosity and care to every part of the school day.

QUALIFICATIONS

The person selected for this position should be professionally trained as a teacher, preferably in the field of early childhood education. S/he must be able to meet the requirements of the state, and be able to relate well with both children and adults.

REPORTING RELATIONSHIP

The proper reporting protocol is Head Teacher > Coordinator > Administrator > COO. CDC's corporate office maintains an open-door policy at all times.

ESSENTIAL DUTIES:

- Develop each classroom's emergent curriculum.
- Work directly with the children in the classroom.
- Maintain a safe environment for the children at all times.
- Maintain proper ratios and group sizes at all times.
- Greet parents and children upon arrival.
- Maintain proper count and supervision of children when moving between areas to ensure compliance with state regulations of not leaving children unattended.
- Notify the office immediately in the event of a classroom or playground emergency to maintain proper ratios at all times.
- Complete incident reports at the time of injury and submit them to the director and parent for signatures on the day of the incident.
- Acknowledge when parents leave the center with the child.
- Contact Administrator if any problems occur in the classroom.
- Organize and prepare paperwork for field trips and ensure compliance with regulations regarding children wearing t-shirts, carrying first aid kits, etc.
- Arrange for parent chaperones and have parents sign Field Trip Information Forms.
- Transport children on designated CDC vans or personal vehicles.
- Plan, supervise and implement the program for a class of children in accordance with the center's policies and philosophy.
- Tailor the program to the needs of the children with concern for interests, disabilities, special talents and individual style and pace of learning.





- Consider children in relation to their socio-economic and cultural background.
- Help children become aware of their role as an integral member of the classroom.
- Enhance and build the child's self-esteem in all circumstances.
- Submit annual progress reports on children and maintain timely assessments.
- Change diapers according to posted procedures. Sanitizes toys weekly.
- Maintain information on Special Information Sheets posted in each classroom.
- Distribute cots at naptime and put away after naps. A cot chart records this.
- Model appropriate behavior and skills, such as cutting, finger plays, physical activities, etc.
- Maintain visual and auditory supervision of children at all times to ensure safety on the playground, in the classroom and on field trips.
- Lift, carry and hold children according to policy:

Infant and Toddler Teachers:	up to 36 pounds
Two-year-old teachers:	up to 50 pounds
Preschool teachers:	up to 70 pounds
- Stoop, crawl, kneel and bend in order to speak to children at their eye level, play with children, and pick up toys and equipment from the floor.
- Maintain the general upkeep of the learning environment according to company guidelines, including ensuring the materials are not worn and tattered and that there are sufficient materials available in the classroom.
- Attend staff meetings.
- Participate in recommended training programs and other aspects of professional growth.
- Plan and implement methods of establishing positive liaison with parents.
- Implement methods of effectively utilizing the services of an assistant when possible.
- Assist in public relations events sponsored by the center.
- Ensure current curriculum web, lesson plan and weekly schedule are always posted.
- Take attendance, complete PFCC paperwork, create First Day Photo cards and maintain emergency information on each child in the classroom, as needed.
- Ensure the Reggio Emilia philosophy is followed through curriculum, teacher collaboration, documentation, child-teacher interactions and panels as requested.
- Understand and uphold all CDC policies as stated in the Parent Handbook and HR Manual.
- Perform other duties as assigned.



Thank you for your interest in working with
Children's Discovery Center!

