

Job Description  
Head Teacher

Hours: 8 hours per day

**Education/Experience Requirements:**

- Meet all state licensing minimum age and education requirements for working in child care.
- Holds a High School Diploma or equivalent
- Is appropriately qualified for the assigned age group through education, training, experience, and/or personal qualities according to the state licensing requirements.
- Maintains the State In-Service requirements (CYFD 22.2.2)
- Must have completed 45 hour class or equivalent

**Physical Demands:**

- Will frequently lift or move average weight; as in lifting, carrying, and holding, infants and children.
- Will occasionally lift or move average weight in awkward or difficult positions.
- Required to stand up to 95% of the work day
- Must be able to interact with children on the playground or in classroom, i.e. run, jump, dance, physical exercise, etc.
- Must be able to interact with children, their parents, and other teachers on a daily basis.
- Able to physically and mentally react immediately to unexpected circumstances.
- Seeks assistance to perform physical demands of the job if necessary, i.e. lifting or moving heavy weights.
- Must be able to stoop and bend to interact on child's level.

**Detailed Job Description:**

- Support and implement philosophies in both the classroom activities and routine conversation.
- Provide each child with opportunities for individual development
- Provide a positive, loving, and nurturing environment
- Is aware of inappropriate discipline, child abuse, or neglect; whether it occurs at the Center or we suspect it occurs elsewhere.
- Properly reports any and all incidents of abuse, neglect, or therein to Management.
- Nurture and supervise children.
- Take pride in the appearance and cleanliness of the Center

**Personal Characteristics:**

- Displays respect for others, both children and adults (parents, supervisors, and co-workers).
- Able to adapt to ever changing environments, accepts constructive feedback, and implements appropriate action.
- Is flexible to the daily business demands of the Center, including scheduled working hours and room/kitchen assignments

**Program Implementation:**

- Understands our educational program and uses the materials properly.
- Prepares and follows lesson plans and activities appropriate for the developmental stages of each child. *All learning areas MUST have teacher made materials and hands on activities.*
- Assists children in arts and crafts to enrich fine motor skills including cutting and pasting.
- Allows children when developmentally appropriate to do their own.
- Plans and engages in indoor and outdoor activities designed to enhance gross motor skills.
- Tells appropriate stories to children in all age groups.
- Works with children to develop appropriate verbal communication skills

**Classroom Management/ Organization:**

- Maintains a Parent Awareness Board including but not limited to: Lesson plans, daily schedule, "Look What I Did Today", notes, field trip information, attendance lists, allergy lists, and other appropriate information as required.
- Gathers and prepares sufficient supplies and equipment in advance for each day's planned activities.
- Decorates classrooms with appropriate materials
- Maintains classroom that is safe, neat, CLEAN, attractive, and ready for children.
- Personalizes all cots, cribs, cubbies as appropriate
- Encourages family style dining by modeling good manners, eating ONLY Center prepared food with children, providing a relaxed atmosphere, encouraging conversations, teaching by example, and assisting with cutting food and feeding when necessary.
- Provides a restful atmosphere during rest time, including soothing, quiet music.
- Maintains cubbies so that they are clean and free of clutter.
- Cleans classroom, outside play areas, and restrooms; including sweeping, mopping, vacuuming, etc.
- Teaches respect for classroom equipment and supplies by encouraging children to help maintain them.
- Provides constant supervision of all children; ensuring that there is never a child left alone or left to be supervised by another child or parent.

**Administrative Procedures**

- Completes and submits all records as required, including time sheets, attendance records, accident reports, and any other required materials.
- Attends all staff meetings, conferences, and Center events as scheduled.
- Dresses in accordance with the Center's appearance policy.
- Supports all policies and procedures as stated in the Employee Handbook, and official memos.

**Safety and Sanitary Procedures:**

- Checks diapers of children not toilet trained and lifts and carries children to changing tables to change diapers.
- Assists and instructs children in personal hygiene; such as toileting, face and hand washing, etc.
- Cleans and sanitizes cribs, mats, and/ or cots, toys, and cubbies.
- Ensures that all children can be seen at all times during resting hours, i.e. NO COVERING heads with sheet / blankets!

**Additional Responsibilities**

- Ask for help and assistance when needed
- Maintain positive and supportive business, licensing, regulatory relationships
- Work in harmony with other Center staff and show enthusiasm toward your job
- Handle both routine and difficult situations with a calm response
- Participates in and cooperates with group decisions, is a team player.
- Informs parents of their child's progress and is available to meet with parents during appropriate times.
- Provides ongoing positive customer service to ALL parents at ALL times.
- Encourages children to seek assistance and shows trust and confidence in them.
- Other duties as needed. These may include, but are not limited to: washing dishes, taking out trash, covering for other staff, answering the phone and taking messages, cleaning out storage closets, etc.

I, \_\_\_\_\_, have read, and I understand my job description here at TLC Development Centers.

Employee Signature \_\_\_\_\_ Date: \_\_\_\_\_

Director Signature \_\_\_\_\_ Date: \_\_\_\_\_