



PRESCHOOL HEAD TEACHER – JOB DESCRIPTION

Job Type: Full Time – Non-Exempt (hourly)

Reports to: Director

POSITION SUMMARY:

The Head Teacher will be responsible for teaching and providing a safe, caring and enriching environment for the children enrolled in the center by implementing age appropriate child development, and educational program for children 3 - 5 years of age in accordance with the center's philosophy and curriculum objectives. A successful candidate shall exhibit and represent behaviors consistent with the expectations and values of the Christian sponsor, Transformation Life Church.

QUALIFICATIONS:

- Must be at least 18 years of age.
- Must be able to espouse the Christian values and beliefs of Transformation Life Church by leading a Christ-Centered Life and being a faithful member of a Christian church community.
- Able to provide a written statement from a Christian pastor confirming the candidate's membership at the church.
- A commitment to working with children in a developmental setting and a sincere desire to have a meaningful impact in their lives according to the Biblical principle that each child is uniquely gifted and loved by God. Exhibit patience and a genuinely nurturing, caring, calm and encouraging attitude.
- The Head Teacher must meet head teacher qualification (Educational and Experience) requirements set by the State of New Jersey Department of Children and Families Office of Licensing.
- Master's or Bachelor's Degree in Education or any field related to Child Growth and Development preferred.
- 2 or more years of full time experience organizing and leading a classroom and implementing lesson plans/curriculum preferably in a licensed child care facility.
- Ability to interact in effective, appropriate and constructive ways with a variety of individuals from diverse backgrounds including staff members, parents and children.
- Ability to lead, train and supervise other teachers, teacher's aides and support staff.
- Able to work 12 months of the year when the center is open except for scheduled vacation, sick days and personal days.
- Able to provide two written or verbal references from former employer or other persons who have knowledge of applicant's work experience or education and who can attest to the applicant's suitability to work with children.
- Current First Aid and CPR Certificates a plus.
- Able to work flexible schedule to meet program staffing/planning needs.

Skills: Strong time management skills - punctuality a must; excellent written and verbal communication skills; working knowledge of Creative Curriculum a plus. Computer savvy, First Aid and CPR Certificates including the use of Epi-pens a plus.

RESPONSIBILITIES

- Plan and implement a high-quality classroom and child development program that ensure the classroom activities are in keeping with the program's curriculum, philosophy and Christian values.
- Teach and lead classes as needed.
- Create fun, nurturing and interactive learning experiences for the children as well as individualized and small group instruction in order to adapt the curriculum to the needs and interest of each child.
- Observe and monitor children under his/her care at all times: to ensure their safety, health and well-being; for any suspected or disclosed signs of child abuse or child; to detect signs of illness, injury, emotional disturbance, learning disorder, speech problems, or other special need.
- Maintain discipline according to the center's Positive Guidance and Discipline Policy.
- Protect children from physical punishment or verbal abuse by anyone present in the center and immediately report such incidents to the director.
- Maintain a safe, clean, healthy, organized, optimal learning classroom environment and safeguard, inspect and replace damaged or lost materials and equipment.
- Establish and maintain positive and respectful relationships with parents, children and staff.
- Train, plan assignments, supervise and evaluate assistants, aides and volunteers in the classroom.
- Communicate directly and constantly with parents and staff to meet the individual needs of children and their families.
- Report progress of children to parents in bi-annual reports and through parent-teacher conferences.
- Timely completion of requirements and paperwork, including but not limited to curriculum development; daily activity schedules; child assessments; goals and progress notes; children's files; database and tracking reports; parent meetings and conferences; time sheets and equipment and supply inventories.
- Strive to meet or exceed goals and pursue self-development that enhances job performance.
- Must maintain high level confidentiality.
- Attend all staff meetings and training sessions as well as special events that require the skills and knowledge of a Head Teacher.
- Strictly adhere to center's policies and New Jersey State licensing regulations.
- Maintain reports and records as required by the Office of Licensing and the center.

OTHER REQUIREMENTS:

- Able to lift 35lbs (lifting children or equipment) as needed.

Upon hire but prior to starting work at the center:

- Must submit a written statement from a health care provider, stating that he/she had a medical examination within the preceding 6 months and that he/she is in good health and poses no health risk to persons at the center.
- Pass a Mantoux TB skin test and submit a written documentation of the results of the test.

- **Upon hire:**

- Finger printing clearance (CHRI) and Child Abuse (CARI) clearance as required by NJ Licensing.
- Have First Aid and CPR certificates within 90 days of hire.