

Head Teacher

Community Parents Inc.

Brooklyn, NY

Teacher

Posted on June 9, 2021

Job Description

The head teacher is under the direct supervision of the Education Director. The head teacher is responsible for the creation of developmentally, age-appropriate experiences that fosters the physical, social, emotional and intellectual growth of the children.

Responsibilities

Major Responsibilities

1. To be able to direct the classroom in a constructive manner
2. To be warm and supportive of children
3. To maintain a professional manner and respect confidential
4. To provide a healthy, safe, nurturing and educational environment for the children

Center Relationship

1. To be aware of job role as it relates to the other staff members
2. To be able to work as a part of the center team
3. To know and use proper channels of communication
4. To implement the curriculum that reflects the educational goals, objectives, and philosophy of the program

Setup and Maintenance of Learning Environment

1. To adhere to an ongoing daily schedule which allows for flexibility and which is reflective of the overall educational goals

2. To demonstrate and explain the classroom team how individual differences are being met by the choice of materials and activities
3. To organized, arranging maintain a positive, safe, and orderly learning environment and be aware of how to provide flexibility to meet the needs of each child

Physical and intellectual competence

1. To provide a positive model for children
2. To speak to children in a friendly, positive and courteous manner to stimulate curiosity and promote language development
3. To foster children's curiosity and develop problem-solving skills around events which are a normal part of every day life
4. To interact with and respond to children in a positive manner
5. To maintain required an appropriate records for each child
6. To attain knowledge of each child through observations, assessments, interaction and ongoing records to develop an appropriate program for individual growth, identify possible problems and accomplishments and bringing them to the attention of other appropriate staff
7. To develop and select appropriate materials and activities to develop essential skills.

Positive Functioning

1. To contribute to the ongoing planning of the program and implement those plans
2. To maintain record keeping, which includes the following: anecdotal records, health observation forms, assessment forms, attendance records, accident/incident reports, parent/staff forms, and home visit forms
3. To plan daily lesson plans and implement activities for the children
4. To conduct observations of children in classroom, identifying those who may have special needs
5. To develop an awareness of cultural differences and use it to enrich learning

Home and Center Coordination

1. To establish communication between home and school for foster understanding of goals, procedures and program services
2. To conduct parent conferences/meeting/home visits
3. To develop and maintain a sound working relationship with parent staff and through personal contact and meeting

Supplementary Responsibilities

1. To communicate classroom goals and objectives according to Head Start performance standards
2. To know personnel policies and ensure to follow them
3. To know program procedures for handling at emergencies
4. To be able to accept supervision from Education Director and other designated supervisors
5. To attend staff meetings, committee meetings, training sessions, and parent meetings when applicable
6. To attend job-related outside courses, workshops lectures and conferences, when applicable
7. To supervise assistant teacher and assign volunteers
8. To perform any other specifically assign task that may be required

Qualifications

BA in Early Childhood Education or Qualify for NYC DOH Study Plan