

TOWN OF HAMDEN
Child Care Head Teacher

Classified/Competitive
Department: Youth Services

B.U.: AFSCME, Local 2863
Salary: Range 3

Position Description: The Child Care Head Teacher is responsible for the care and education of a group of children as part of a learning team. The teacher plans and implements the curriculum with active support and participation of other members of the teaching team. This includes both Preschool and School Age Child Care Programs. The teacher actively works with parents and assesses the needs of individual children. Fluency in English and Spanish preferred.

Supervision Received: The Child Care Head Teacher reports to the Child Care Program Director and/or the Youth Services Coordinator.

Supervision Exercised: May provide general supervision to part-time child care aides.

Examples of Essential Job Duties: The Head Teacher is responsible for the daily operation of a classroom. The key responsibilities are:

1. Classroom Management

- Establishes and maintain a safe and healthy environment at all times
- Develops and implement an appropriate daily program of learning experiences for all children
- Evaluates the needs of individual children and report concerns to the Director
- Monitors daily attendance, snack count and supervise snack and lunch

2. Curriculum Planning and Evaluation

- Designs curriculum to meet emotional, physical, intellectual and social needs of the children
- Evaluates student's progress throughout the year and report issues to Child Care Director
- Must attend and complete 18 hours continuing education each year
- Working knowledge of CT Preschool Curriculum and Assessment Frameworks
- Must have an understanding of the accreditation process of the National Association for the Education of Young Children (NAEYC)

3. Preparation of Materials and Resources

- Maintains records and reports as required
- Develops and prepares written plans for weekly activities
- Obtains or create any necessary teaching materials and resources
- Maintains clean classroom and keep all equipment and supplies in good condition
- May perform related duties as assigned

Knowledge, Skills and Abilities: Must be able to relate to parents, staff and community in order to:

1. Support social and emotional development

- Implements hands on activities that develop positive self-esteem and develops social skills
- Plans and implements culturally diverse experiences

- Communicates with children at their developmental level
 - Encourages children to be independent
- 2. Establish positive and productive relationships with families**
- Relates assessment information to parents and offers support for dealing with children at different stages
 - Promotes communication with parents through weekly progress notes; brief one paragraph report each month for newsletter on recent and upcoming activities and programs
 - Conducts three parent conferences each year. One in November, March and May to discuss child's progress or any concerns. Maintains open communication throughout the year with the child, parent and Child Care Director.
- 3. Supervision and Evaluation of staff, student interns and volunteers**
- Uses appropriate guidance to train and assist staff
 - Confers regularly with other Child Care staff plan and execute programs.
- 4. Maintain a commitment to professionalism**
- Promotes the Youth Services philosophy and educational objectives
 - Supports the Town of Hamden's code of Ethical Conduct
 - Attends staff meetings, workshops and in-service trainings provided by Youth Services

Minimum Qualifications Required: A Bachelor's Degree in Early Childhood Education and two years' experience in a preschool classroom or hold a Bachelor's Degree with a concentration in Early Childhood Education with two years' experience in a preschool setting.

License or certificate: A valid, current Connecticut Driver's License and CPR Certification is required.

Physical, mental exertion/environmental conditions: Must be able to work under stress from demanding deadlines and changing priorities and conditions. There is constant interaction with children, families and staff members, requiring the individual to remain calm under stressful conditions. Must have the physical ability to remain on feet for extended periods of time. Must be able to hear clearly (correctable to within normal limits) to record telephone information, and to see (vision correctable to 20/20) to complete applications and forms. Must be able to lift up to 50lbs of supplies and equipment.

Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task and responsibility. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

This position is funded through grants and fees, and a lack of funding or enrollment may result in the elimination of this position. This position is part of the Classified Civil Service System of the Town of Hamden and the successful candidate will be employed in accordance with accepted principles of Public Employee employment.

Approved by the Civil Service Commission on May 5, 2014.