



Saint Vincent's Day Home

Head Teacher Job Description

Position: Head Teacher
Supervisor: Program Director

Position Description:

The Lead Teacher takes the primary responsibility for providing a safe, nurturing environment where children have the opportunity to develop their cognitive, physical, and social-emotional capacity through exploratory play. The Lead Teacher is responsible to coordinate the teaching team to organize and implement curriculum that emerges from the children's interests and encourages their mastery of age- and developmentally appropriate behavior, knowledge, and skills. The Lead Teacher sets positive expectations and models strategies for a well-organized classroom that meets SVDH standards and regulatory requirements (e.g. California Department of Education, Licensing, etc.) The Lead Teacher models respectful communication, reflective teaching, dedication, and leadership qualities that foster collaboration, continued learning, and uphold children's rights.

QUALIFICATIONS

The Lead Teacher must be prepared and able to coordinate the SVDH educational program at the class level. The following characteristics and abilities are vital for success in this role:

- Maintain a Teacher Level Child Development Permit or Teaching Credential with Early Learning specialization with a minimum of 3-5 years of experience teaching children Birth to 6 years old.
 - Demonstrate a thorough understanding of child development with a commitment to learn from advances in the field.
- Demonstrated ability to present a developmentally appropriate curriculum through planned activities and opportunities that scaffold a child's learning through play.
- Knowledge of science, mathematics, language arts, creative arts, and physical development to support children's growth and development of knowledge at the toddler through early school-age level.
- Proficiency to observe, assess, and document the individual needs and progress of students.
- Use of active supervision practices to ensure child safety.
- Commitment and ability to maintain SVDH standards of safety, conduct and communication with children, families, and colleagues in all SVDH-related interactions, including:
 - Use discretion and uphold confidentiality when communicating near children and about children and families.
 - Be present and reflective while collaborating with teaching team and additional support providers, such as coaches, behavioral health providers, etc.
 - Communicate and engage in a professional and respectful manner.
- Clearly communicate (oral and written) in the English language. The ability to communicate in another language is encouraged and considered a strength.
- Demonstrate proficiency in providing individualized learning experiences for children.

- Experience planning curriculum to include Dual Language Learners.
- Ability to skillfully and sensitively address the needs of children and families experiencing trauma and environmental stress.
- Ability to learn and use current software programs, applications, and devices, including Microsoft Office (Word & Outlook); Learning Genie; DRDP Online; ASQ Online, and iPad.
- Ability to collaborate with staff of diverse educational levels and experiential backgrounds.
- Commitment to honor the cultural needs and practices of students and their families.
- Leadership to coordinate with teaching teams to maintain clean, safe, and engaging classroom and outdoor learning environments.
- Ability to develop strength-based relationships with families and caregivers.

PHYSICAL REQUIREMENTS

- Lead Teachers must generally be in good health and be physically able to:
 - Participate in activities for the duration of your assigned shift that require constant standing, bending, lifting, sitting, and climbing of stairs.
 - Lift and carry small children and equipment (up to 50 pounds) as needed in daily and emergency situations using safe lifting practices.
- Maintain certification in CPR and first aid for small children.
- Report work-related personal injuries and accidents (regardless of how minor) in accordance with SVDH policy.

PRIMARY RESPONSIBILITIES

A Lead Teacher has primary responsibility for the organization and management of their class. In collaboration with the teaching team and program administrators, Lead Teachers play a central role in maintaining a high-quality Early Learning program and meeting SVDH program goals.

Lead Teachers are responsible to perform the following essential functions with their teaching team:

- Create a nurturing, respectful, and secure atmosphere for children and adults that will encourage language development, develop children's knowledge and skills; promote social-emotional growth, and contribute to the formation of a positive self-image.
 - Develop an emergent curriculum that offers engaging opportunities for play that uses children's interests as a springboard for learning that encourage them to be actively engaged in the learning process.
 - Implement intentional activities that contribute to a climate where children are actively engaged in meaningful learning experiences in the areas of language arts, social studies, literacy, math, science, art, movement, music, and social/emotional development.
 - Identify, select and modify instructional resources to create a curriculum that meets the developmental needs of the children with varying learning styles and individual needs.
- Establish a continuum of care between school and home to support children and families during the early childhood phase.
 - Develop trusting relationships with caregivers that allow for the easy sharing of information.
 - Collaborate with parents and additional support providers to identify, understand, and meet the individual needs of the children.
 - Acknowledge and encourage child and family strengths of children and families as you support the development of strategies for positive change.
 - Communicate with families about child strengths and needs daily and through infrequent meetings, such as check-ins and family-teacher conferences.
- Ensure that child and classroom documentation are consistently maintained with high-quality and timeliness for entire classroom teaching team.

- Maintain consistent journaling on children’s behavior, development, growth, and individualized needs.
 - Ensure that weekly curriculum is documented with plans for child individualization
 - Prepare child portfolios, Desired Result Developmental Profiles (DRDP), Ages & Stages Questionnaire (ASQ & ASQ-SE), and parent-teacher conference summaries in accordance with SVDH policy and regulatory requirements.
- Creatively lead high-quality indoor and outdoor environments for learning that maintain safety and sanitation in accordance with SVDH policy and regulatory requirements:
 - Perform classroom and yard housekeeping tasks and food preparation in accordance with health and safety standards.
 - Clean and sanitize toys, bathrooms, and general classroom environments as regularly scheduled and as additionally required during contagious outbreaks.
 - Provide care for classroom pets.
 - Ensure adequate classroom supplies and functional equipment.
 - Report safety hazards and needs for repair as soon as possible.
- Take a lead role in maintaining a safe environment for children and staff:
 - Report injuries and/or health concerns to your supervisor or SVHD administrator.
 - Administer emergency medication, first aid and/or CPR when necessary.
 - Complete Ouch Reports for all child injuries.
 - Provide continuous supervision of children using a documented “Active Supervision” plan.
- Maintain Licensing Regulations set forth by the Department of Social Service, the Child Development Division’s Funding Terms and Conditions and the State Department of Education’s Title 5 Regulations regarding Safety and Program Quality.
- Uphold Mandated Reporter responsibilities and coordinate with program administrators to report any/all suspected child abuse.
- With support from program administrators, coordinate a daily schedule for the teaching team that will ensure appropriate adult/child ratios is always maintained.
- Be available to work any shift during the hours this agency is open: 7:00am to 5:30pm and willing to be flexible to meet the specific needs and unanticipated needs for coverage in any classroom.
- Support a healthy organizational culture committed to clear, respectful communication and positive morale.
 - Follow the SVDH code of conduct, as outlined in the Employee Handbook, in all agency-related interactions with children, families/caregivers, colleagues, and community.
 - Support the effective resolution of concerns and/or issues by reporting concerns to your Supervisor and SVDH administration in a timely manner.
 - Support and encourage the integration of new staff into the Day Home community and classroom routines. Orient new teachers to classroom routines and procedures.
- Assist in leadership planning and implementing agency-sponsored events for children and families, such as cultural and seasonal celebrations, Family Celebration, and classroom parent meetings.
- Actively participate in team and agency meetings, staff in-services, and professional development courses and workshops.

Lead Teachers may, at times, be asked to assist in matters, not be included in the job responsibilities listed above, to support the effective and efficient administration of the Day Home Your initiative and goodwill on behalf of the children are appreciated and truly what makes the Day Home its best.

Saint Vincent's Day Home provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

I agree to accept the responsibilities of this position:

Employee Signature

Date

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