

## SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

**CLASS TITLE: HEAD TEACHER - CHILD DEVELOPMENT CENTER/LAB SCHOOL**

### **BASIC FUNCTION:**

Under the direction of the Director of Child Development Center/Lab School and in collaboration with the Center Director, teachers, parents, and child development faculty, perform a variety of duties involved in providing a safe and stimulating environment to support the optimal growth and development of each child; assume responsibility for parent participation, communication, and education; and supervise and train assigned staff and student workers.

### **REPRESENTATIVE DUTIES:**

Provide creative and technical support in the planning and implementation of the Child Development Program at the Southwestern College Child Development Center; collaborate with the Center Director, teachers, parents, and child development faculty to promote and support enriching experiences for children, families, and the community. *E*

Provide an educational program and classroom environment that reflects the curricular and guidance practices taught by the Child Development Department of Southwestern College. *E*

Develop, plan, and implement appropriate daily experiences for students; provide opportunities for the development of fine and gross motor skills, language and expression, creativity, problem-solving and critical thinking skills, and social and emotional skills; support the creative efforts emerging from the interests of the children; collaborate with staff in expanding the children's construction of knowledge. *E*

Provide a wide variety of play experiences that promote cooperation and sharing. *E*

Display sensitivity to the different ethnic, cultural, educational, and socio-economic populations represented at the Center. *E*

Participate in the coordination, supervision, and evaluation of assigned staff and student workers; instruct staff and students in the use of various media used for documentation of children's work. *E*

Coordinate parent participation and training; provide parent educational information and communication. *E*

Assess the development of students; provide Parent-Teacher conferences each semester or as needed. *E*

Maintain a clean, safe, and healthy classroom environment. *E*

Support articulation and transition between Preschool and Kindergarten Programs. *E*

Attend and participate in parent meetings and school functions relative to the position. *E*

Participate in professional growth and development opportunities including in-services. *E*

Collaborate with staff, parents, and community in fund raising activities.

Perform related duties and responsibilities as required.

## Head Teacher-Child Development Center/Lab School - Continued

### KNOWLEDGE AND ABILITIES:

#### KNOWLEDGE OF:

Preschool curriculum.

Theories and principles of early childhood development including the fundamental principles of the Reggio Emilia approach.

Basic art methods.

Methods used to document children's work including computer, photography, and use of various media/languages (clay, paint, wire, music, dance, and movement).

Age-appropriate behaviors and expectations.

Applicable laws, codes, regulations, policies, and procedures.

Oral and written communication skills.

Principles and practices of administration, supervision, and training.

Interpersonal skills using tact, patience, and courtesy.

Correct English usage, grammar, spelling, punctuation, and vocabulary.

#### ABILITY TO:

Perform classroom duties of Head Teacher during assigned hours.

Collaborate with the Center Director, teachers, parents, and child development faculty.

Communicate with and resolve issues from staff, parents, students, and others.

Support the documentation of children's work using various methods including computers, photography, and various media/languages (clay, paint, wire, music, dance, and movement).

Supervise and evaluate the performance of assigned staff.

Implement program policies and curriculum activities.

Interpret, apply and explain policies, procedures, rules, and regulations.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and time lines.

Plan and organize work.

Work with and exhibit sensitivity to and understanding of the diverse racial, ethnic, disabled, sexual orientation, and cultural populations of community college students.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

### EDUCATION AND EXPERIENCE:

Any combination equivalent to: a Bachelor's degree in Child Development with at least twelve units of Early Childhood Education (or other combination of education and ECE units as designated by the State) and one year experience in an Early Childhood Education setting that includes experience and knowledge necessary to utilize the Reggio Emilia approach.

### LICENSES AND OTHER REQUIREMENTS:

Incumbents must meet the requirements for a Head (Master) Teacher as prescribed by the State and fingerprint requirements as prescribed by the Department of Social Services.

### WORKING CONDITIONS:

#### ENVIRONMENT:

Children's Center and outdoor environment.

Constant interruptions.

Contact with children and parents.

**Head Teacher-Child Development Center/Lab School - Continued**

**PHYSICAL ABILITIES:**

Hearing and speaking to exchange information and make presentation.

Seeing to read and prepare a variety of materials.

Sitting or standing for extended periods of time.

Bending at the waist, kneeling or crouching.

Lifting moderately heavy children.

Dexterity of hands and fingers to operate office and instructional equipment.

**HAZARDS:**

Contact with blood and other body fluids.

Revised: November, 2001

*Johnson & Associates*