

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

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

RANGE: 24

DISTRICT VALUES

Incumbents in District positions are expected to exhibit an equity-minded focus, responsiveness, and sensitivity to and understanding of the diverse academic, socioeconomic, cultural, gender identity, sexual orientation, and ethnic backgrounds of community college students, and employees, including those with physical or learning disabilities, and successfully foster and support an inclusive educational and employment environment.

SUMMARY DESCRIPTION:

Under the direction of the Director, Child Development Center, 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:

1. Function as a leader to provide creative and technical support in the planning the Child Development Program's and implementation 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's families, and the community. **E**
2. Provide care and education for classrooms of children and interact with the children in a developmentally appropriate and professional manner. **E**
3. 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**
4. Function as a leader and assist in planning and implementing an age-appropriate curriculum for children in indoor and outdoor environments. Establish long-term curriculum goals that reflect the philosophy of the Child Development Center. **E**
5. Display sensitivity to the different ethnic, cultural, educational, and socio-economic populations represented at the Center. **E**
6. Provide guidance to Teachers, Teacher Assistance, student teachers, student workers, and others, in planning and implementing curriculum for all children in a developmentally appropriate, inclusive environment.
7. Participate in the coordination, and evaluation of student teachers and student workers; instruct staff and students in the use of various media used for documentation of children's work. **E**
8. Coordinate parent participation and training; provide parents with educational information and communication. **E**
9. Assess the development of students; provide Parent-Teacher conferences each semester or as needed. **E**

10. Maintain a clean, safe, and healthy classroom environment. **E**
11. Support articulation and transition between Preschool and Kindergarten Programs. **E**
12. Attend and participate in parent meetings and school functions relative to the position. **E**
13. Participate in professional growth and development opportunities, including in-services. **E**
14. Collaborate with staff, parents, and community in fundraising activities. **E**
15. Perform related duties and responsibilities as required. **E**
16. Follows procedures for child abuse reporting as mandated by law. **E**

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 skills, photography, and use of various media/languages (clay, paint, wire, music, dance, and movement).
- Age-appropriate behaviors and expectations.
- Applicable laws, codes, state regulations and accreditation, 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 timelines.
- Plan and organize work.
- Work with and exhibit sensitivity to and understanding the diverse racial, ethnic, disabled, sexual orientation, and community college students' cultural populations.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Learn and adapt to changing technology and equipment used in the performance of assigned duties.

EDUCATION AND EXPERIENCE:

Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Any combination equivalent to: a Bachelor's degree in Child Development with at least twelve (12) units of Early Childhood Education (or other combination of education and ECE units as designated by the State) **AND** two (2) 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.

Possession of Pediatric CPR and First Aid certificates.

Tuberculosis (TB) test clearance.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a Children's Center and outdoor environment with frequent interruptions and distractions; contact with children and parents; contact with blood and other body fluids.

Physical: Primary functions require sufficient physical ability and mobility to work in a Children's Center; to stand or sit for prolonged periods of time; to stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight and to lift moderately heavy children; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard, and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

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Johnson & Associates

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Human Resources