



JOB DESCRIPTION

HEAD TEACHER – PRESCHOOL

This position is a non-exempt status, 30- 40 hours per week, benefited position. Hourly salary is commensurate with experience, years of service and educational background. Employment with Footsteps Child Care, Inc. is at-will. Footsteps Child Care, Inc. is an equal opportunity employer.

The Head Teacher reports directly to the Site Director.

This position receives a 5% per hour increase over their regular hourly wage for the duration employee is in the position of Head Teacher.

QUALIFICATIONS:

- Must meet state licensing qualifications for teacher, 3 units of supervision coursework, preferred
- BA or BS, in a subject relating to work with children, preferred
- Must have a minimum of three years' experience teaching School Age children or Infant/Toddler/Preschool children in a child care setting
- Proven ability to work effectively and professionally with adult staff, parents, and children
- Demonstrated skills in effective communication, both written and verbal
- Pursuing or have Valid California Teaching Credential, Site Supervisor Permit, Child Care Certificate, or other related credentialing (preferred), including School-Age requirements, preferred

PERFORMANCE RESPONSIBILITIES:

Under the Site Director's Supervision and Leadership

1. Duties and responsibilities of teacher
2. Oversees day-to-day operation of the classroom; including maintaining a harmonious and efficient work environment, ensuring breaks are taken at appropriate times, daily schedule is followed, etc.
3. Takes the lead with classroom Curriculum – Planning, Implementation and Evaluation, ensures lesson plans, curriculum plans, supply requests, etc., are completed on time. Meets all deadlines.
4. Provides direction, when needed, for teaching staff/subs in classroom.
5. Assists with Families - Orientation and Communication



Footsteps Child Care, Inc.

374 El Camino Real Belmont, California 94002

T: 650.610.0715 F: 650.610.0751 E: office@footstepschildcare.org W: footstepschildcare.org Tax ID: 94-3206278

6. Assists in the maintenance of appropriate standards for children's discipline and behavior standards using non-punitive methods.
7. Assists in maintaining and providing periodic testing of emergency response plan.
8. Continues to develop professional self.
9. Ensures DRDP assessments are completed on time for all children.
10. Monitors portfolios for all children.
11. Able to lift 40 lbs.
12. Other responsibilities as assigned.

Footsteps Child Care, Inc. is an equal opportunity and affirmative action employer – minorities/females/veterans/persons with disabilities.