



Position Description

Title: **Head Teacher**
School Age Programs - BASES

Date: August 2018

Division: Administration

Reports to: School Age Programs Administrative Team

Purpose:

The Head Teacher supervises and organizes their site by creating and implementing program activities, maintaining site paperwork & licensing requirements, as well as communication with the Administrative Team, school personnel, and families.

Major Responsibilities:

1. The Head Teacher is responsible for meeting all the day-to-day emotional and physical needs of the students, and overseeing daily operations of the site by:
 - greeting the students and families as they arrive;
 - providing a nutritious snack;
 - providing a warm and relaxed atmosphere;
 - building relationships with students;
 - supervising all daily activities and on goings indoors/outdoors;
 - planning and implementing daily activities;
 - coordinating with School Officials, Personnel and Administrative Team.
2. Plan appropriate monthly curriculum and ensures that adequate materials are on hand.
3. Guide and trains the support staff; assigns work.
4. Maintain positive relations with families of students; resolves behavior and adjustment concerns.
5. Ensure smooth running of the program by maintaining positive relations with all staff, school personnel and collaborating with school officials.
6. Communicate any concerns or issues regarding students to an Administrator and/or other appropriate parties; follows confidentiality laws.
7. Maintain site to ensure clean, safe and pleasant surroundings, including:
 - set up tables, chairs, snack, equipment;
 - supervises clean up at the end of the day;
 - controls the use of supplies, and equipment.
8. Pick-up and deliver supplies and food to sites on specified dates. Secures site representative is present if unable to be present.

9. Maintain staff and student files including; care & behavior plans, incident/accident reports, attendance records & continuing education forms (according to OEC licensing regulations)

10. Understand and implement all licensing regulations set by OEC.

Requirements:

1. The Head Teacher is required to be present 5 days a week and at least 60% of the hours the site is in operation.
2. Must be at least 20 years of age.
3. Must have a high school diploma or equivalency certificate.
4. Meets the qualifications for the State of Connecticut Office of Early Childhood (OEC) approval as a Head Teacher.
5. Possess personal qualities necessary to care for and work with children, relate to other adults including staff and parents.
6. Ability to create and maintain a safe, comfortable, educational environment that promotes learning and social development.
7. Attends mandatory Head Teacher and Staff Meetings as scheduled. (Training hours must equal 1/10th of total work hours per OEC licensing regulations.)
8. Plan/participate in weekly site staff meetings.
9. Maintain and control site petty cash.
10. Ensure supplies are adequate and maintained for site activities.
11. Certified in First Aid, CPR & AED (course approved by OEC).
12. Certified in Administration of Medications & Epi-Pen (course approved by OEC).
13. Regular and consistent attendance is considered an essential function of this position.
14. Requires flexibility to work at various sites when/where coverage is needed.
15. Must be able to perform physical responsibility of the position including performing CPR, supervision of children, and lifting/moving equipment and supplies.
16. Other duties as assigned.

Skills/Qualities:

1. Ability to work individually and in a team.
2. Specialized skills include knowledge of child development and age-appropriate curriculum planning; verbal communication skills, interpersonal skills to resolve conflicts between children and behavior incidents.
3. Supervisory skills to train and guide the other staff.
4. Creativity in planning and implementing activities for children.

** Effective July 1, 2000, any new staff must have a complete file (according to State of Connecticut Office of Early Childhood licensing regulations) before eligible to start.*