



Job Description

Title	Child Care Center Head Teacher
Department	Children's Ministry
Status	Full Time with Benefits (non exempt)
Reports to	Childcare Center Site Coordinator & Director of Hope Center for Learning

POSITION PURPOSE

Responsible for supervision, management, and planning for a specified age group within the Child Care Center.

POSITION RESPONSIBILITIES

1. Complete the monthly, weekly and daily curriculum plans in a timely manner and communicate these plans to assistant teachers, and if needed to program's other teachers.
2. Plan, prepare and implement a curriculum that is appropriate for the age level, skill and social development of the group of children served.
3. Design activities to promote healthy emotional, social, cognitive, physical and spiritual growth of each child.
4. Supervise and interact with the children in all areas of the program, being sure to respond appropriately to children's behaviors, needs and problems.
5. Provide and maintain an organized environment that helps each child have a positive experience throughout the day.
6. Plan, prepare and care for the learning environment (inside & outside) including maintenance of all program equipment, materials and supplies.
7. Serve meals/snacks for children, and eat with them, encouraging good nutrition.
8. Be responsible for accomplishing all routine tasks with regard to the health and safety of the children and the maintenance of the program in accordance with local and state regulations.
9. Be responsible for maintaining the observational records for each child and all other routine forms.
10. Work with parents to promote cooperation, understanding of development, and participation in the program.
11. Maintain an open, friendly, professional relationship with all families. Set up conferences as needed.
12. Ensure safety of the children at all times. Supervise assistants and volunteers in the classroom.
13. Attend all staff meetings and recommended training programs and conferences. Provide the director with documentation in accordance with state requirements. Provide appropriate communication in staff meetings and assist in designing appropriate training opportunities for staff.
14. Assist the program director to orient, train, and supervise assistant teachers and substitutes.
15. Help assistant teachers and aides to maintain a professional attitude toward the program, the children, and the staff, and, assist (if needed) with appropriate communication. Be an example of professional behavior and appropriate communication at all times.
16. Participate in required functions sponsored by Hope Center for Learning.
17. Perform any related assigned duties.

REQUIRED SKILLS AND ABILITIES

1. Must have one of the following: 1)A bachelor's degree in the field of elementary education, 2)A bachelor's degree with 24 semester hours in child development and six months experience in a childcare setting, 3)An associate degree in the field of early childhood development and six months of experience in a childcare setting, 4)A teaching certificate in elementary education with 12 semester hours in child development, 5)Certification as a CDA (Child Development Associate) with one year experience in a childcare setting, 6)Certification from a Montessori teacher training program with one year experience in a childcare setting, 7)A high school diploma and three years experience in a childcare center.

2. Have a warm, friendly personality, be sensitive to the feelings and needs of others, be able to relate well with children, and be willing to fulfill job responsibilities in accordance with the program philosophy.
3. Must be able to maintain a professional attitude towards children, the families and the staff at all times, and be able to communicate professionally and openly.
4. Must be a model, demonstrating the kinds of values, attitudes, expectations, beliefs, and choices that make our organization excellent.
5. Child CPR (cardiopulmonary resuscitation) and First Aid certifications are required.
6. Must be of good mental and physical health, capable of mature judgment, and possess knowledge and experience in management, and interpersonal relationships.
7. Must certify attendance at a minimum of 13 hours of county-approved training related to child care annually.

Lori Wiger
Coordinator of Child Care Center
(701) 235-6629, x236
lwiger@fargohope.org

Hope Lutheran Church
2900 Broadway N
Fargo, ND 58102
Fax: (701)235-5008
www.fargohope.org

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.