



Job Description

Title	School-Age Childcare Head Teacher
Department	Youth and Family Ministry
Status	Full Time with Benefits (non-exempt)
Reports to	Childcare Program Site Coordinator and Child Care Center Director

POSITION PURPOSE

Responsible for planning, supervising and implementing the program for school age children before school, after school and school vacation days. In addition, this position also provides coverage for other classrooms as needed as well as meal time set up and clean up for the center when school age children are not present

POSITION RESPONSIBILITIES

1. Provide planning and execution of appropriate experiences for the children.
2. Design and supervise activities to promote healthy emotional, social, cognitive, physical and spiritual growth of each child.
3. Respond appropriately to children's behaviors, needs and problems.
4. Provide and maintain an organized environment.
5. Responsible for maintenance of all program equipment, materials and supplies.
6. Prepare meals/snacks for children, and eat with them, encouraging good nutrition.
7. Maintain records of progress for each child's growth.
8. Coordinate conferences with parents when needed.
9. Work with parents to promote cooperation, understanding of development, and participation in the program.
10. Ensure safety of the children at all times. Supervise assistants and volunteers in the classroom.
11. Participate in required functions sponsored by Hope Center for Learning.
12. When school age children are not present, perform kitchen duties including setting up lunches, snacks, and dishwashing.
13. 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. Demonstrate the ability to work with children, and the willingness to increase skills and competence through experience, training and supervision.
3. Ability to develop and maintain a working relationship with parents and staff.
4. Infant/Child CPR, First Aid and AED certifications are required.
5. Must be of good mental and physical health, capable of mature judgment, and possess knowledge and experience in management, and interpersonal relationships.
6. Must certify attendance at a minimum of 13 hours of county-approved training related to school-age childcare annually.

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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.

