



## Job Description

<b>Title</b>	Child Care Center Head Teacher
<b>Department</b>	Children's Ministry
<b>Status</b>	Full Time with Benefits (non exempt)
<b>Reports to</b>	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. To provide a warm and nurturing environment in which the children can grow physically, emotionally, socially, and spiritually.

### **POSITION RESPONSIBILITIES**

#### **Health and Safety**

1. Ensure the safety of the children at all times. Be familiar with all health, safety, and emergency policies of the program and direct classroom staff in those policies.
2. Actively supervise and interact with the children in all areas of the program, being sure to respond appropriately to children's behaviors, needs, and problems.
3. 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.
4. Ensure children are served meals/snacks following CACFP guidelines.

#### **Environment**

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 environment (inside & outside) including maintenance of all program equipment, materials, and supplies.

#### **Curriculum and Assessment**

7. Complete weekly and daily lessons plans in a timely manner and submit them to the Site Coordinator as directed. Communicate these plans to classroom staff and post in the classroom.
8. Plan, prepare and implement a curriculum that is appropriate for the age level, skill, and social development of the group of children served.
9. Design activities to promote healthy emotional, social, cognitive, physical, and spiritual growth of each child.
10. Be responsible for maintaining the observational records for each child and all other routine forms.

#### **Relationships and Interactions**

11. Work with parents to promote cooperation, understanding of development, and participation in the program.
12. Maintain an open, friendly, professional relationship with all families. Set up conferences as needed.
13. In conjunction with the program director orient, train, actively supervise and direct classroom staff.
14. Treat all children with dignity and respect and allow for individual differences. Respond appropriately to children's behaviors, needs, and problems.

#### **Professionalism**

15. Be an example of professional behavior and appropriate communication at all times. Guide classroom staff in maintaining a professional attitude toward the program, the children, and the staff.
16. 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.
17. Participate in required functions sponsored by Hope Center for Learning.
18. 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. Must be able to lift up to 40 pounds.
3. Must interact with children at their level throughout the day to develop emotional, social, cognitive, physical, and spiritual growth.
4. 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.
5. Must be able to maintain a professional attitude toward children, the families, and the staff at all times, and be able to communicate professionally and openly.
6. Must be a model, demonstrating the kinds of values, attitudes, expectations, beliefs, and choices that make our organization excellent.
7. Criminal Background Check and Pediatric CPR/First Aid certifications are required.
8. Must be of good mental and physical health, capable of mature judgment, and possess knowledge and experience in management, and interpersonal relationships.
9. Must certify attendance at a minimum of 13 hours of approved training related to childcare annually.

Nikki Darling  
Coordinator of Child Care Center  
(701) 235-6629  
ndarling@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.