UNIVERSITY OF SOUTHERN CALIFORNIA

Head Teacher

Job Code: 159019

Grade: G
OT Eligible: Yes
Comp Approval: 5/17/2006

JOB SUMMARY:

Initiates, plans and implements a child care program and oversees the activities of a child care classroom or targeted group of children. Plans individual and group curriculum and activities to stimulate age appropriate learning. Maintains quality standards. Acts in absence of Program Director/Manager with responsibility for ensuring child care program is in compliance with state regulations and requirements and the authority to acknowledge receipt of deficiency notices and to correct deficiencies that constitute immediate threats to children’s health and safety. Reports to Program Director/Program Manager.

JOB ACCOUNTABILITIES:

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Initiates, plans and implements a child care program and oversees the activities of a child care classroom or target group of children. Provides age appropriate learning opportunities for children within a program. Plans and coordinates extracurricular and/or outreach programs as needed. Ensures the smooth transition of activities. Keeps appropriate records and confers with licensing, health and safety, and social service personnel as required.

Provides a coordinated program for a classroom of children integrating all required components including basic care, education, social service, nutrition and parent involvement and education. Prepares and submits in a timely manner written lesson plans, reports, parent conferences and child and staff evaluations.

Provides leadership, guidance and supervision to teachers and volunteers. Leads others in the planning and delivery of child care program services and activities. Assists with resolution of child care questions, problems and/or issues as they arise. Trains, counsels and offers guidance as needed. Evaluates staff performance and provides feedback.

Participates in planning and coordinating staff development activities, parent education and parent involvement activities.

Assists with staff scheduling. Schedules and assigns staff breaks and meal periods. Conducts staff meeting and training sessions. Participates in orientation of new staff.

Acts in absence of Program Director/Program Manager and Senior Head Teacher with responsibility for ensuring child care program meets child care licensing requirements, applicable health and safety regulatory requirements, and accreditation standards for providing care and education. Has authority to acknowledge receipt of deficiency notices and to correct deficiencies that constitute immediate threats to children’s health and safety. Maintains records and documentation and files reports as required by governmental or agency guidelines and regulations.

Serves as liaison between parents and Program Director/Manager. Relays information and recommendations to Program Director/Manager.
Identifies potential improvements and enhancements to program and recommends corresponding changes in procedure. Gives feedback to Program Director/Manager and/or Senior Head Teacher regarding staff issues.

Teaches children, under a team-based concept, according to approved instructional programs at a rate and level commensurate with expected progress of each child.

Evaluates children, maintaining anecdotal and developmental records as well as progress and incident reports for each assigned child. Meets with parents to discuss child's progress, provide counsel or advice, and to devise learning and development strategies as appropriate.

Maintains accurate sign-in and sign-out attendance records. Assists Program Director/Program Manager with file maintenance.

Maintains a suitable learning environment including the appearance and/or décor of the classroom and playground. Encourages critical thinking through use of stimulating questions and ideas. Uses a variety of methods and materials.

Reviews the ordering of supplies and materials for classroom use.

Performs other related duties as assigned or requested. The University reserves the right to add or change duties at any time.

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

**EMERGENCY RESPONSE/RECOVERY:**

Essential: [ ] No  
[ ] Yes  

In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

**JOB QUALIFICATIONS:**

**Minimum Education:**

Combined experience/education as substitute for minimum education  
Bachelor’s Degree

**Minimum Experience:**

5 Years

**Minimum Field of Expertise:**

Early childhood education and experience. Must meet Child Development Permit Matrix qualifications and requirements for position.

**Skills:**  Other:

Analysis  
Assessment/evaluation  
Communication -- written and oral skills  
Conceptualization and design  
Conflict resolution  
Counseling
Interpretation of policies/analyses/trends/etc.
Knowledge of applicable laws/policies/principles/etc.
Lead/Guidance Skills
Organization
Planning
Problem identification and resolution
Research
Scheduling
Staff development
Supervisory Skills
Teaching/Training

Skills: Machine:
- Calculator
- Computer Network (Department or School)
- Computer Peripheral Equipment
- Fax
- Personal Computer
- Photocopier

Supervises: Level:
- Leads one or more employees performing similar work
- Supervises employees and student workers

Supervises: Nature of Work:
- Service/Maintenance

Comments:
Responsible for the ability to lift a child, bend and stoop to the level of a child, and be agile enough to move quickly and respond to children’s actions.

SIGNATURES:

Employee: _________________________________ Date: _________________________________

Supervisor: _________________________________ Date: _________________________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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