UNIVERSITY OF SOUTHERN CALIFORNIA

Senior Head Teacher

Job Code: 159020

Grade: H
OT Eligible: Yes
Comp Approval: 5/16/2006

JOB SUMMARY:
Develops curriculum for, and oversees the activities of, a targeted group of children in a child care program. Supervises and/or mentors teachers and head teachers. Maintains quality child care 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/Manager.

JOB ACCOUNTABILITIES:

*E/M/NA % TIME

______ ______ Plans, organizes and directs a comprehensive curriculum and activities for a targeted group of children integrating all required components including basis care, age appropriate learning opportunities, social service, nutrition and parent involvement and education. 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.

______ ______ Plans, develops and administers program curriculum which promotes social, physical and intellectual growth. Prepares and submits in a timely manner written lesson plans, reports, parent conferences and child and staff evaluations. Reviews and evaluates teachers' lessons plans.

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

______ ______ Plans and coordinates 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/Manager 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.
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Identifies potential improvements and enhancements to program and recommends corresponding changes in procedure. Gives feedback to Program Director/Manager 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.

Oversees and reviews the ordering of materials and supplies for classrooms. 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.

**JOB QUALIFICATIONS:**

**Minimum Education:**
- Bachelor's Degree

**Minimum Experience:**
- 5 Years

**Minimum Field of Expertise:**
- Highly skilled child care teacher with early childhood education and experience. Must meet Child Development Permit Matrix qualifications and requirements for position.

**Preferred Education:**
- Master's Degree

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

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

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

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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