

**Chicago Commons  
Job Description**

**JOB TITLE: Head Teacher Type 04**

EXEMPT: Yes	TITLE CODE:
SALARY LEVEL: Teacher-Level IV-Class B	DIVISION: Child Development
RANGE:	DEPARTMENT: Child Development
EVALUATION DATE:	LOCATION: Site
REPORTS TO: Site Director or Coordinator	SHIFT: n/a

**SECTION I**

**SUMMARY:**

Responsible for the care, education and general development of children and supervision of Preschool Staff.

**SECTION II**

**ESSENTIAL DUTIES & RESPONSIBILITIES** include but are not limited to the following. The company reserves the right to add to, delete, change or modify the essential duties and responsibilities at any time.

1. Contributes to the development of the overall agency and center educational plan.
2. Leads two classroom teams in creating an atmosphere in which children can grow and develop; develops a classroom environment that is welcoming and emphasizes the importance of the child; includes furnishings and supplies which are attractive, durable and developmentally appropriate.
3. Supervises and interacts with all children's activities, both inside and outside the classroom.
4. Trains subordinate staff and prepares performance evaluations with the assistance of the Site Director.
5. Researches, implements and evaluates new curriculum methods and management strategies.
6. Introduces, implements and evaluates the following activities: Self Image, Language/Literacy Development, Music and Movement, Social Studies, Science, Math, Art, Large/Small Motor Activities, and In-Depth Projects.
7. Prepares classroom materials in advance of the children's arrival.
8. Monitors classroom budget, orders supplies and equipment for the program, and recommends maintenance and repairs as needed in the classrooms.
9. Interprets the program to parents and families; makes home visits as needed (Head Start mandated) and conducts parent meetings.
10. Prepares and completes all reports on children's growth and development including parent conferences; prepares for and participates regularly in family reviews and IEPs.
11. Conducts weekly team meetings.
12. Attends and participates in parent meetings.
13. Supervises the maintenance of the Preschool classrooms and program equipment.

14. Oversees field trip and special event planning.
15. Provides administrative coverage of the center as assigned or arranged.
16. Facilitates meetings with teachers on a regular basis.
17. Other duties as assigned.

**OTHER FUNCTIONS:** The company may assign other functions to the job at its discretion.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform.

While performing the duties of this job, the employee is regularly required to speak English, specifically, to communicate both in person and over the telephone. The employee must regularly be able to read English proficiently. The employee must regularly operate a word-processing system and therefore must be able to read, produce and transmit data on such a system. The employee frequently is required to stand, walk, reach with hands and arms, and stoop, kneel, crouch or crawl.

The employee must occasionally lift and/or move up to 15 pounds. Specific vision requirements include the ability to see at close range.

**WORK ENVIRONMENT:**

There are no unusual environmental conditions. The noise level in the fast-paced classroom environment is usually noisy. Responsible for two classrooms of service as dictated by the funder.

<b>SECTION III</b>
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**DECISION MAKING AUTHORITY:** Describe the authority permitted your position and freedom to take action in terms of which decisions you can make and which decisions you refer to others. Indicate the extent to which these decisions are governed by objectives, policies and procedures.

Decisions/Actions Permitted

Decisions/Actions Referred

<b>SECTION IV</b>
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**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:**

Type 04 certification in Early Childhood Education.

LANGUAGE SKILLS:

MATHEMATICAL SKILLS:

REASONING ABILITY:

CERTIFICATES, LICENSES, REGISTRATIONS:

OTHER SKILLS and ABILITIES:

1. Ability to maintain confidentiality.
2. Effective communication skills in conveying information and ideas and ability to work cooperatively with administration, staff, consultants, regulators and funders.
3. Ability to work in a highly demanding, stressful environment.
4. Capacity to assume responsibility for own professional development.
5. Comfortable and skilled in problem solving and decision-making.
6. Effective use of supervision.

EMPLOYEE SIGNATURE:

DATE:

MANAGER SIGNATURE:

DATE:

HUMAN RESOURCES SIGNATURE:

DATE: