



Little Blessings Preschool

Head Teacher Job Description

Purpose: To help the child develop socially, emotionally, physically, intellectually and spiritually in a Christian environment.

General Responsibilities:

1. Plan and implement curriculum into the daily program for the appropriate age child.
2. Supervise and insure the safety and well-being of the child at all times.
3. Coordinate and implement special events including, but not limited to holiday celebrations, end of year programs and an open house for incoming children and their parents.
4. Decorate the room per the theme of the week/ month.
5. Handle discipline promptly and in accordance with Little Blessings' policy.
6. Conduct individual conferences with parent(s) of each child and provide them with progress reports.
7. Be familiar with and follow all preschool policies.
8. Organize and prepare for regular staff planning and evaluation meetings.
9. Attend Little Blessings Preschool board meetings
10. Over see the ordering of necessary supplies and equipment.
11. Keep parents informed with regular newsletters.
12. Coordinate the registration process of new students.
13. Coordinate the necessary records of students and staff as required by the state.
14. Consistently demonstrate the values of Bethany Covenant Church in interaction with others, in work habits, communication, commitment to spiritual growth and in Christian lifestyle.
15. Perform other duties as assigned or as circumstances require.

Qualifications:

The designated head teacher shall be twenty (20) years of age or older, have personal qualifications needed to supervise people and meet the following education requirements:

- A four-year college degree in early childhood education or child development from an accredited institution of higher education and 270 hours of documented supervised experience in working with unrelated children ages 3 and 4.

Or the candidate may meet the following education requirement to serve as designated head teacher:

- High school diploma **and**
- At least 1080 hours of documented supervised experience over a nine month span of time, including working with children ages 3 and 4, and a current center based CDAC (Child Development Associate Credential), issued by the Council for Early Childhood Professional Recognition, **or**
- 12 credits in early childhood education or child development from an accredited institution of higher education with program approval from the Board of Governors of Higher Education, **or**
- Approval by the CT Department of Public Health as a head teacher prior to January 1, 1994.