



30 YEARS of Excellence in Early Education

Position: **Head Teacher**
Program: School Age (Toddlers-Two's)
Location: 932 C St. Novato
Status: Non-Exempt, Full-time
Reports to: Site Supervisor-Area Director
Compensation: Competitive and DOE

Position Qualifications:

Minimum qualifications:

- Head Teacher is required to possess a Child Development *Associate* Teacher Permit or higher with 2 years teaching experience.
- Individuals who do not possess but qualify, must obtain a Child Development Associate Teacher Permit, or higher, within 6 months of NBCC employment.
- Solid working knowledge of Community Care Licensing requirements. California Department of Education requirements and of Industry "Best Practices".
- Obtain and maintain certification of Pediatric First Aid and Pediatric CPR as required by California State Licensing.

Desired qualifications:

- Proficient in written and spoken Spanish language skills desired, but not required.

Job Description:

Under general direction provided by Site Supervisor and Area Director, plan, organize, and direct daily operations of students and classroom. In accordance with the Fair Labor Standards Act, this position is Full-Time non-exempt compensation. Head Teachers must demonstrate the ability to work as a collegial team member with respect, trust and professionalism with co-workers. The position requires a sensitive and mature individual who is able to relate well with children, parents participating in the program and all NBCC staff. The position is aligned with NBCC's goals, philosophy and agency's objectives.

Position Requirements

- Adheres to all NBCC policies and procedures as mandated by Executive, Program, and/or Educational Resource Director.
- In cooperation with the teaching team, maintain general housekeeping tasks (to provide and orderly, professional environment and atmosphere).
- Engage in regular self-assessment/goal setting and participate in timely evaluation of job performance with the Site Supervisor and/or Area Director.
- In collaboration with the Site Supervisor, conduct staff evaluations for direct reports.
- In cooperation with the Site Supervisor and staff, obtain appropriate substitutes when ill, for vacation, and any other time off site for any reason.
- Verify payroll, sick and vacation time for direct reports.
- Attend all scheduled NBCC Staff Development Days, staff and planning meetings with Site Supervisor and/or Area Director, and any other NBCC events deemed appropriate or mandated.
- Attends all parent education and celebratory events.
- Demonstrate professional demeanor at all times.



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- Support teaching team in implementing specific child behavior plans, intervention and resource referrals.
- Give warmth and positive attention to each and every child in the classroom.
- Recognize and consider each child in relationship to cultural and / ethnic background, as well as respond to each unique individual child with dignity and respect. Foster positive self-esteem through respectful interactions with children and staff.

Program & Environmental Requirements

- Plan and implement a variety of diverse, age appropriate activities consistent with the philosophies of NBCC and Industry “Best Practices”. All activities and environmental set-up must meet the children’s individual developmental needs in their entirety (including social-emotional, cognitive, fine motor, gross motor and physical development).
- Implement curriculum and activities that support the objectives of NBCC’s *Culture of Health*.
- Maintain a safe, orderly and inviting arrangement in all classrooms (including outside play areas) which complies with NBCC’s best practices for classroom environments.
- Maintain required supervision of children at all times (inside and outside) in accordance with California State Licensing regulations ratio standards.
- Conduct ongoing Desired Results Developmental Profile (DRDP) assessments on children in cooperation with the teaching team.
- Utilize the Environmental Rating Scales (ECERS) and DRDP’s to plan and implement curriculum.
- Maintain and update classroom documents: posted classroom lesson plans, daily schedules, daily meal counts, monthly menus, classroom rosters, monthly child sign in/out sheets and, ouch reports.
- Report all staff and child illness and absences daily to Site Supervisor in accordance to CDE and CDC requirements.
- Report to the Site Supervisor, in writing, all injuries incurred by children or staff.
- In cooperation with the Program Director, Educational Resource Director or Site Supervisor, coordinate all program activities – Parent Orientations, Parent Conferences, and Parent Advisory Committees.
- Develop meaningful relationships with parents through facilitation of open, responsive communication on a continual basis.
- Promptly direct any relevant feedback (positive or negative issues) to the Site Supervisor in a verbal or written form.
- Under the direction of the Site Supervisor, implement child behavior intervention.
- In cooperation with the Site Supervisor, conduct ongoing written assessments of children and participate in semi-annual parent/teacher conferences as required by CDE.
- Produce a weekly/monthly newsletter informing parents of classroom activities, fieldtrips or center related business.
- Will work outdoors and indoors
- Will use computers, tablets, cell phone (if provided), and other office equipment
- Will work alone and with other peers and supervisors



Physical Requirements:

- Health clearance by a physician.
- Ability to fulfill physical requirements of the job including: lifting up to 50 pounds, range of movement including squatting, bending, reaching, standing and sitting.
- Proof of current Immunizations (Measles, Pertussis, Influenza).
- T.B. clearance within the past year.

To apply, please submit a cover letter and resume to HR Director, Sharon Vaughn at svaughn@nbcc.net.

