



TELEGRAPH HILL NEIGHBORHOOD CENTER

Preschool Program Job Description

POSITION:	Head Teacher—Child Development Preschool Program
Reports to:	Site Supervisor or ECE Program Director
Salary:	Commensurate with Education, Permit Level and Experience
Benefits:	Generous benefits package
Work schedule:	40 Hours per Week Monday through Friday and additional time as required

Organizational Description: Telegraph Hill Neighborhood Center (TELHI) is a nonprofit organization which provides services and advocacy for residents of northeast San Francisco. Founded in 1890 by Alice Griffith and Martha Ash, TELHI provides opportunities for individuals and families to enrich their quality of life. Focusing on low- to moderate income children, youth, families, and seniors, we create and strengthen community bonds, provide health and wellness programs, and broaden education and cultural experiences. Program services include: Infant (3 – 18 months), Toddler (18 – 36 months), Preschool (2 ½ to 5+ years), After School Academy (K-5th grade), Expanded Learning Program (6th-8th grades), Futurama (9th-12th grades), Senior Program, and Community Organizing.

Child Development Preschool: The TELHI Child Development Preschool provides a State-licensed, full-day preschool program for children 2 ½ to 5+ years of age. Our goal is to provide a safe and nurturing environment that encourages physical, social, emotional, and cognitive development through a developmentally age appropriate curriculum. Our philosophy is child-centered, rather than adult directed. Curriculum is realized through structuring the environment into interest areas, the planning of program activities to meet each child's individual needs, and the opportunity for active participation rather than passive observation. Children participate in developmentally appropriate activities that are designed to develop their social skills, enhance their fine and gross motor skills, encourage creative learning, and teach pre-literacy skills and Kindergarten readiness.

Position Requirements: Minimum qualifications for Head Teacher position include: 24+ units ECE/CD, 16 General Education units, and minimum of 2 years work experience in a preschool setting; AA Degree in Early Childhood Education with supervised field experience. **Desired qualifications:** 30 units ECE/CD, 16 General Education Units, 6 Specialized Units, 2 Adult Supervision Units and 2 to 3 years work experience in a preschool setting, **or** BA Degree with 12 ECE/CD, 2 Adult Supervision Units, 3 units supervised field experience. This position requires at least a Site Supervisor Permit or the ability to obtain one during the 90 days probationary period and the clearance of fingerprints and other required paperwork. Ability to manage all aspects of a preschool classroom and to organize curriculum to meet the developmental needs of the children served. Ability to work well with a diverse population of children, families, staff, and volunteers. Bilingual English/Cantonese speakers encouraged to apply.

Position Responsibilities:

The Head Teacher works under the supervision of the Site Supervisor/ECE Program Director and in collaboration with the Education Coordinator and other Head Teachers to design, implement, evaluate and enforce a culturally and developmentally appropriate program for children ages 2 ½ to 5+.

1. Provide a safe environment for children both inside and outside of the classroom.
2. Direct and provide close supervision for staff and volunteers.
3. Develop and implement a personalized educational curriculum for each child.

4. Interacts with children in a warm and positive manner and is able to develop their trust and rapport.
5. Nurture social-emotional growth and socialization (Teaching Pyramid Training desired).
6. Prepare daily learning areas that meet the standards of the curriculum and ECERS/ CLASS requirements.
7. Develops and provides inclusive, developmentally and culturally appropriate activities.
8. Design the display for children's work and rotate displays on a regular basis.
9. Maintain and update all children's files in regards to attendance, assessments, permission forms, and all required paperwork for parents.
10. Serve as the primary contact person for parents on matters relating to their child's attendance, development and progress in the preschool.
11. Observe and document each child's development through Screenings, DRDP Assessments/Observation/Portfolios and discuss with staff and parents.
12. Timely completion of requirements and paperwork, including but not limited to: weekly lesson plans and newsletters, parent-teacher conferences, and maintain student documentation (portfolios).
13. Develop, maintain, and review a daily system of classroom communication to staff and parents to ensure clarity and consistency.
14. Lead the classroom staff/floater/volunteer in creating a warm, nurturing, and respectful atmosphere for the children to be encouraged to learn and grow.
15. Create, support and promote a team environment by encouraging and facilitating problem solving.
16. Works with classroom staff to set goals and implement methods for improving classroom functioning during bi-weekly team meeting.
17. Organize all equipment storage areas and maintain educational supplies and equipment.
18. Maintain cleanliness of all inside and outside classroom areas.
19. Practices and ensures that food service guidelines, including nutritional components of meals served, meet all established written plans.
20. Serve as a liaison with other classroom leaders to support TELHI fund raising events.
21. As needed, serve as a resource for parents and make referrals to outside organization as necessary.
22. Assist in the monitoring of all licensing requirements and, when directed by your supervisor, take action to ensure requirements are met.
23. Additional responsibilities as assigned by the supervisor.

Professional Performance Standards:

- A). Maintain an awareness of TELHI's mission and strive to promote the individual and social change goals it embodies.
- B). Performs tasks and responsibilities in a complete and timely manner, complying with TELHI's policies and standards and conforming to the scheduling requirements of the job.
- C). Maintain a creative, team-building approach to job performance and seeks to bring a constructive, problem solving orientation to all tasks.
- D). Actively seeks opportunities to develop skills and creates opportunities to teach co-workers.
- E). Exercise professional judgment and discretion at all times in keeping with the responsibilities carried personally and by TELHI for the care and welfare of the youth, families, and seniors served.
- F). Ability to work well with a diverse staff and excel in a multi-cultural environment.

I acknowledge that I meet or exceed the abovementioned qualifications and agree to perform all duties.

Employee:

Date:

ECE Program Director:

Date: