

Friends Center for Children

Job Description

Preschool Head Teacher

Friends Center for Children is an early childhood education center providing high-quality, full-time year-round care for children ages 3 months to 5 years. We offer a child-centered, hands-on learning experience in a safe and nurturing environment. At Friends Center, children learn through creative play and a wide range of developmentally-appropriate activities. We are non-sectarian and our values-based curriculum is guided and enhanced by its foundations in the Quaker principles of community, equality, peace, simplicity, truth and stewardship. As a cooperative organization, parents and teachers at Friends Center work together to create a diverse and supportive community. Our mission is to educate children, empower families, inspire teachers, engage community, embrace diversity and embody equity.

The Preschool Head Teacher is responsible for the general supervision and management of the children and classroom. The Head Teacher will implement the mission of Friends Center by providing high-quality childcare reflecting the Quaker values of simplicity, peaceful resolution of conflicts, integrity, community, equality and stewardship.

Essential Duties and Responsibilities:

Teaching:

- In coordination with other teachers, plan, supervise and implement infant/toddler curriculum reflective of Quaker values and guided by children's interests and developmental needs.
- Meet physical, social-emotional and cognitive needs of all children in the classroom.
- Provide materials for children that are reflective of Friends Center values.
- Maintain the classroom in an organized, clean and appealing fashion, reflective of Friends Center values and based on developmental needs and interests of the children.

Modeling:

- Maintain a positive emotional attitude with children, families and other staff.
- Mentor teaching staff and model best childcare and classroom practices for parent cooperative volunteers.
- Work to build positive relationships among staff/parents/guardians/volunteers.

Supervision:

- Communicate with families and other teachers daily and document children's daily progress.
- Conduct weekly meetings with teachers for the purposes of curriculum planning, student observations, and fostering healthy communication between teachers.
- Supervise assistant teachers, parents/guardians and volunteers in the class.
- Meet with Preschool Program Manager weekly to discuss classroom management.
- Provide feedback to the Preschool Program Manager and Site Director for formal observations of assistant teachers.

Assessment:

- Participate in ongoing evaluation of children through daily observations, collecting weekly work samples and written assessments.

Friends Center for Children

- Conference with families bi-annually, or as needed, and develop goals for each child with the family.
- Provide ongoing evaluation as needed to assess the developmental levels of the children.
- In consultation with the Executive Director, Preschool Program Manager, and Emotional Well-Being Coordinator support referrals for families as needed for evaluation and/or services.

Professional Development:

- Attend all staff meetings.
- Maintain required continuing education hours and provide documentation of such.
- Maintain knowledge of current theory and best practices.
- Participate in all required early childhood meetings, conferences and/or events.

Qualifications:

- Bachelor's Degree in Early Childhood Development and/or Education.
- CPR certified or ability to complete training.
- Ability to communicate fluently in written and spoken English.
- Excellent organizational skills.
- Computer literacy.
- Two years of Early Childhood Education experience.
- Cultural sensitivity and proven ability to work with a diverse population.
- Experience working in a cooperative model a plus.
- Fluency in Spanish or other second language preferred.

Physical Requirements:

- Vision and hearing must be within normal range so as to be able to provide sight and sound supervision.
- Ability to lift and carry 40 lbs.
- Ability to bend, sit on the floor for prolonged periods and get up again is required.

Reports to: Preschool Program Manager

This is a full-time, exempt, 40 hour/week position. Some evenings and occasional weekend hours are required.

Salary Range: \$35,600-45K

Benefits include employer-sponsored health insurance and PTO. Friends Center also has a staff support program which can include tuition reimbursement and mentoring.

To Apply: Please send resume and cover letter to humanresources@friendscenterforchildren.org. We look forward to hearing from you!