



**JOB TITLE:** Childcare Head Teacher

**JOB SUMMARY:** Employee performs routine work in a childcare program. Employee provides back-up and assistance to the Childcare Aide, Childcare Teacher, and/or the Site Coordinator.

Hours per week: varies, up to 30 hrs.

Pay Rate: \$10.70-11.25

**SUPERVISION RECEIVED:**

Employees in this classification work under direct supervision of the Site Coordinator.

**SUPERVISION EXERCISED:**

Employees in this classification may coordinate the work of other part-time recreation staff and volunteers.

**DUTIES AND RESPONSIBILITIES:**

- Maintain positive relations with parents.
- Plan and conduct daily schedule of activities.
- Responsible for the safety, health and happiness of the children.
- Assist other staff in directing and overseeing children's activities.
- Chaperone field trips and outdoor activities.
- Perform housekeeping duties.
- Oversee snack preparation.
- Other duties as assigned

**KNOWLEDGE AND ABILITIES:**

**Knowledge of:**

- Recreation, preferably with children.

**Ability to:**

- Maintain a passion and willingness to work.
- Comprehend, carry out and relay multiple verbal and written instructions.

**EDUCATION AND EXPERIENCE:**

- 12 units of ECE, Child Development, Psychology, etc.
- 1 year of experience in a licensed childcare facility

**EMPLOYMENT REQUIREMENTS:**

- Fingerprint clearance from the Department of Justice and FBI
- Tuberculosis Clearance and satisfactory Health Screening