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# Example of Head Teacher Job Description

Our company is growing rapidly and is looking for a head teacher. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for head teacher

* Coordinate afternoon session curriculum/activities to be fully integrated with Child Development (CD) expectations, philosophies, educational guideline and pedagogy
* Maintain environment, facility, and supplies
* Participate in and contribute to CDL team meetings and discussions of philosophies, curriculum teaching-learning techniques, teaching approaches, and the CDL policies and procedures
* Maintain enrollment files of the children attending the afternoon session
* Gather child assessment data using portfolio method, photos, anecdotes, and other tools
* Implement the orientations of afternoon parents to school policies and procedures and disseminate information regularly about the program and child development
* Participate in home visits of enrolled families and parent conferences
* Maintain positive interpersonal relations with parents, staff, and community
* Provide assistance to CD faculty in courses where college students teach/observe preschool children in afternoon session
* Act as a model for practicum students in the CDL

## Qualifications for head teacher

* Communicating with parents through conferences, written notes and phone communication to inform and keep abreast of a child's progress, health, schedule, special problems, Conducting conferences at least annually with each child's parent or guardian
* Functioning as a resource on Montessori methods for non-certified teachers
* Must be able to lift, move, or hold children with weight up to 60 pounds, depending on area of assignment
* Must have an Associate’s Degree in Early Childhood Education
* Experience working with children ages birth – 5 is preferred
* Satisfactory CRC Fingerprints