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# Example of Head Teacher Job Description

Our company is growing rapidly and is looking to fill the role of head teacher. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for head teacher

* Developing and implementing a philosophy of early childhood education and applying pedagogical guidelines
* Developing and maintaining a preschool program demonstrating excellence by managing health and safety, risk management, professional staff development, partnerships with families, and collaboration with students, school, college and university
* Managing all state licensing requirements
* Administering financial management, developing annual operating budgets and monitoring budget status
* Recruiting prospective families for enrollment and maintaining communication including questions about their child and the program and conducting parent information meetings in collaboration with CDL manager
* Coordinating production of parent handbook
* Attend meetings with faculty as needed
* Develops, implements, evaluates, and documents child centered and age appropriate curriculum to ensure adherence to national accreditation requirements
* Plans/implements special events/classroom activities in support of emergent curriculum
* Administers assessments to children to measure social/emotional risks and resiliency

## Qualifications for head teacher

* Student teaching or approved internship or approved Alternative Teacher Certification Program training
* Sealed Transcript from their educational institutions
* One (1) year of supervisory or mentor experience preferred
* Two (2) years of direct work experience with infant and toddlers required
* Previous experience coaching high school basketball or higher
* Previous experience teaching physical education classes (preferred)