

FULL-DAY PRE-K HEAD TEACHER

Job Summary: The position involves managing all aspects related to the operation of a high quality preschool classroom including: planning activities, documenting and assessing children's learning, record keeping, supervising support staff and developing positive relationships with families and colleagues. Ongoing professional development is required and provided.

Locations: Ridge Wood

Hours: Monday through Friday
8:15 a.m. – 5:00 p.m.

Hourly Rate: Head Teacher Salary Schedule
2018-2019 starting at Step 1 = \$18.72

Benefits: Single person medical benefits, paid holidays, sick, personal and vacation time,
dental insurance after one year

Start Date: Upon hire and clearance

Educational Requirements:

1. Bachelor's Degree in Early Childhood Education, Child Development, Elementary Education with ZA or ZS Endorsement, or Early Childhood Special Education that encompasses Child Development and learning of children Birth through Kindergarten preferred.
2. A minimum of a higher degree (any degree level) in early childhood education, child development, elementary education or early childhood special education.
3. Experience working with parents and children three to five years old including observing, documenting, and assessing young children.

Qualifications:

- ~ Knowledge of NAEYC Standards and Criteria for Accredited Programs
- ~ Knowledge of State of Michigan Licensing Rules for Child Care Centers
- ~ Must obtain CPR/First Aid Certification
- ~ Must have basic computer skills
- ~ Must obtain a minimum of 24 professional development hours annually
- ~ Experience supervising adults preferred
- ~ Must be at least 21 years of age

Duties and Responsibilities:

- Maintain a safe, educational classroom environment designed to promote learning in all areas of children's development.
- Plan and implement activities and projects that are meaningful to the children and support an understanding of the EC curriculum.
- Maintain classroom environment in accordance with Licensing Rules and NAEYC Accreditation Standards.
- Use positive guidance techniques to address challenging behaviors.
- Interact directly with the children during all parts of their day showing affection, interest and respect.
- Establish warm and supportive relationships with children and families.

- Recognize the needs of exceptional students and seek assistance when appropriate.
- Model acceptable behavior.
- Maintain regular communication with parents via newsletters, discussions, notes and emails.
- Plan family involvement activities and lead parent teacher conferences twice per year.
- Maintain classroom records and submit as required to the EC office.
- Adhere to all EC and District policies and procedures.
- Exhibit a willingness to accept feedback and develop and maintain a good rapport with team to provide a smooth-functioning classroom.
- Demonstrate the ability to lead the classroom team toward common goals.
- Supervise and provide ongoing feedback to support staff and complete probationary and/or annual evaluations.
- Maintain confidentiality

Questions: Contact Joanne Sawicki at: ecteam@northvilleschools.org

Deadline: Until filled