

**POWELL COUNTY SCHOOLS
JOB DESCRIPTION**

POSITION TITLE: Day Care Head Teacher

REPORTS TO: Early Childhood Coordinator

BASIC FUNCTION: The Day Care Head Teacher directs the daily operation of the preschool classroom and organizes and implements appropriate developmental activities for preschool children including those with disabilities. The Day Care Head Teacher also participates in the assessment of children by observing children and contributing to the reporting and planning for individual child educational goals. The Day Care Head Teacher provides parents with regular information regarding child development and their individual child's progress.

REPRESENTATIVE DUTIES:

The terms of employments are designated by the contract.

- Adhere to the Professional Code of Ethics and demonstrate punctuality and regular attendance.
- Organizes, creates, and operates the daycare classroom.
- Provides parent involvement opportunities and works individually with parents of children on child development and individual child progress
- Observes and records child behavior; uses appropriate child assessment tools with training; may assist in writing part of a report.
- Adapts the learning environment using recommendations from professionals (teacher, occupational therapist, physical therapist, speech/language therapist, etc.); when necessary, implements IEP goals under supervision of a professional and participates in the Admissions and Release Committee as the child's regular teacher.
- Directs the activities of day care instructional assistants in the classroom.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- General practices, policies and procedures involved in early childhood education.
- Appropriate day care classroom operation.
- Parent education relating to day care children.
- Needs and development of day care children.
- Oral and written communication skills.
- Laws, rules and regulations related to assigned activities.
- Interpersonal skills basic to working with adults and families.
- Health and safety rules and regulations related to early childhood settings.

ABILITY TO:

- Organize, create and operate the day care classroom with indirect curricular supervision.
- Provide parent involvement opportunities.
- Work with parents and children effectively.
- Observe and record child behavior.
- Provide input into child education reports.
- Adapt the learning environment to meet individual child needs.
- Implement special instructional services under direction of a licensed or certified professional.
- Communicate effectively both orally and in writing.
- Work cooperatively with others and direct activities of instructional assistants.
- Maintain classroom records.
- Understand and work within scope of authority.

EDUCATION AND EXPERIENCE:

- General Education: Associate degree, OR 64 college semester hours is preferred **OR**
- Early Childhood Preparation: A minimum of one (1) year early childhood training or experience **OR**
- Child Development Associate (CDA) credential from the National Academy of Early Childhood Programs, **OR**
- at least 12 semester hours in early childhood education or development

Most recent approval by the Powell County Board of Education	Date:
Printed name of employee receiving job description.	
Employee Agreement: I have read and fully understand the foregoing job description and am aware of nothing that would prohibit my performing those duties in a competent, efficient manner.	
Employee Signature:	Date: