Job Title: **Head Teacher**
Reports to: **Site Director**
FLSA Status: **Hourly, Non-Exempt**
Hours: **Full Time, Monday – Friday**
Salary Range: **$23.50 - $27.50 per hour**

ABOUT KIDS' COUNTRY

Kids' Country (aka San Ramon Valley School Age Child Care Alliance) was founded in 1985 to serve children and families in the San Ramon Valley. Kids' Country offers quality before-school, after-school, enrichment, and summer camp child care programs for nearly 2000 children ages 4 to 12 at 15 public school sites. With a focus on child development, socialization, and creativity, Kids' Country delights children and their parents with our cutting-edge programming in STEM and the Arts. **We are the *only* accredited school-age childcare provider in the East Bay.**

For Kids' Country's 180+ staff, it's all about the kids. Research indicates that regular attendance in quality after-school programs can yield a range of positive developmental outcomes for school-age children. Our after-school enrichment programs enhance children's academic achievement, proving to be a vital educational element for our families and communities. These children demonstrate increased interest and ability in reading, improved school attendance, increased engagement in school, reduced dropout rate, and show higher aspirations for the future, including intention to complete high school and go to college. While developing new skills and interests, children turn in more and higher quality homework and can spend more time on task. In addition, research is also showing that quality after-school programs support a child's social-emotional development in self-awareness and management, responsible decision-making and relationship skills. Children also have an opportunity to grow their non-cognitive skills such as grit, self-control and a growth mindset. Kids' Country develops the whole child by supporting a child's natural curiosity and love of learning in a safe and inspired environment where they can discover their passions and achieve great things.

HEAD TEACHER JOB DESCRIPTION

ROLE OVERVIEW:

Reporting to the assigned Site Director, the Head Teacher acts as leadership support to the Site Director in managing classroom programming, in service of achieving our mission: ***To support a child's natural curiosity and love of learning in a safe and inspired environment where they can discover their passions and achieve great things.***

This includes - but is not limited to – ensuring the safety of our children at all times (and in accordance with state, federal and local laws), while providing an engaging before and after school care experience, supporting enrichment opportunities and acting as a Program Lead at any one of Kids' Country's diverse summer camps.

RESPONSIBILTIES:

1. Ensure a safe and healthy environment for the Kids' Country community (kids, parents, staff)
    - Provide support to the Site Director in ensuring successful daily site operations including any administrative duties as delegated
    - Observe and support staff in the implementation of Supervision Policies and Procedures
    - Work in partnership with the Site Director to ensure compliance to all federal, state, local and Community Care Licensing regulations
    - Enforce Kids' Country policies and procedures as stated in the Personnel Handbook and addendums
    - Understand and support site Emergency Disaster Preparedness Plans
    - Understand and support implementation of Council on Accreditation standards and other best practices adopted by Kids' Country
    - Be available to either open or close a site to ensure leadership presence at all times
    - Communicate site facility needs and repairs when necessary

2. Create an engaging child experience
    - Oversee staff execution of the Daily Schedule and Programming in your assigned classroom
    - Work with site team to create a warm, home-like environment for children
    - Ensure and model positive adult-child interactions between staff and children
    - Support staff in the delivery of intentional programming based on children's interests and needs
    - Attend to critical needs as they arise
    - Lead at least one classroom in program delivery as part of ratio

- Understand and follow Kids' Country's Behavior Management Policy and Positive Behavior Support system in alignment with our mission and values

3. Support and foster an engaging parent and community experience.
   - Demonstrate exceptional service through timely, kind and clear communication using the right message, right vehicle and the right time
   - Inform families of site events and news
   - Champion and participate in Kids' Country sponsored community events
   - Develop a strong partnership and communicate regularly with the school staff
   - Work closely with the Site Director and Assistant Site Director to plan and host Parent Engagement events throughout the school year
   - Use Kids' Country branded messaging to promote Kids' Country sponsored events and services such as enrichment and summer camp

4. Support and foster an engaging team experience.
   - Model Kids' Country Values and CREATIVE behaviors
   - Provide ongoing feedback on classroom management techniques, lesson plans and overall interaction with children, staff and families
   - Provide support in the development of staff's professional goals and objectives when requested
   - Support the development of a cohesive team environment, promoting teamwork and high staff morale
   - Mentor and coach staff to build sustainability within the organization
   - Support the organization in recruitment, onboarding and performance management of staff
   - Support the organization by participating in committee work as assigned

5. Support the Site Director in meeting Site Management Standards and Deliverables by delivering on Key Performance Indicators (KPIs) such as:
   - Strategic Plan Initiatives Rollout, Execution and Implementation
   - Enrollment Goals
   - Licensing and Fire compliance
   - Client Satisfaction
   - Professional Development for all staff
   - Site Controllable Expense Management
   - Any other KPIs as assigned by the Executive Director

6. Meet Site Management Standards and Deliverables by delivering on Key Performance Indicators (KPIs) for the Head Teacher:
   - SACERS
   - Staff Retention
   - Any other KPIs as assigned by the Site Director

LEADERSHIP COMPETENCIES & QUALIFICATIONS:

Education and Experience

- AA/AS degree or 48 college units, preferably with an emphasis in Early Childhood Education

- 24 Early Childhood Education units or related
- Completion of Child Care Administration course preferred
- 1-2 years of teaching experience in a child care setting, preferably in before and after school

Leadership Competencies

- Communicating effectively
- Coaching and developing others
- Valuing diversity and inclusion
- Building and maintaining relationships
- Resolving conflict
- Adapting to cultural differences
- Managing and embracing change
- Learning to delegate
- Leading team achievement
- Workforce staffing management

Required Knowledge

- MS Office (Word, Excel)
- MS Publisher
- Possession of a valid CA Driver's license

Mandatory Training Requirements

- Maintain current First Aid/CPR certification
- Mandated Reporter training
- Mandatory Harassment training every two years
- Maintain current Water Safety Certification
- Complete a minimum of 21 Training Hours annually

Physical Demands

- Be able to sit, stand, bend, run, walk constantly (66-100% of the work day)
- Be able to lift up to 25 lbs and on occasion, lift anywhere between 30-50 lbs
- Be able to be outside, sometimes in the sun frequently (33-66% of the work day)
- Be able to visually and auditorily supervise children constantly (100% of the work day)

Job Description Acknowledgement

I have received, reviewed and fully understand the job description for HEAD TEACHER. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name_____ Date_____

PLEASE PRINT

Employee Signature _____