



**USC** University of  
Southern California

## Head Teacher Job Description

### JOB INFORMATION

<i>Job Code:</i>	159019
<i>Job Title:</i>	Head Teacher
<i>FLSA Status:</i>	Non-Exempt
<i>Supervisory:</i>	Leads one or more employees performing similar work.; Supervises employees and/or student workers.
<i>Job Family:</i>	Child Care/Education Services
<i>Job Family Group:</i>	Child Care Services
<i>Management Level:</i>	7 Individual Contributor

### JOB SUMMARY

Initiates, plans and implements a child care program and oversees the activities of a child care classroom or targeted group of children. Plans individual and group curriculum and activities to stimulate age appropriate learning. Maintains quality standards. Acts in absence of Program Director/Manager with responsibility for ensuring child care program is in compliance with state regulations and requirements and the authority to acknowledge receipt of deficiency notices and to correct deficiencies that constitute immediate threats to children's health and safety. Reports to Program Director/Program Manager.

### JOB QUALIFICATIONS:

#### Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>
X		Bachelor's degree	

#### Additional Education

*Check here if experience may substitute for some of the above education.*

X Combined experience/education as substitute for minimum education

#### Work Experience

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>
X		5 years	

#### Additional Work Experience

*Check here if education may substitute for some of the above work experience.*

Combined experience/education as substitute for minimum work experience

#### Knowledge, Skills and Abilities

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Early childhood education and experience.
X		Meets Child Development Permit Matrix qualifications and requirements for position.

## Other Job Factors

- Responsible for the ability to lift a child, bend and stoop to the level of a child, and be agile enough to move quickly and respond to children's actions.

## JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Initiates, plans and implements a child care program and oversees the activities of a child care classroom or target group of children. Provides age appropriate learning opportunities for children within a program. Plans and coordinates extracurricular and/or outreach programs as needed. Ensures the smooth transition of activities. Keeps appropriate records and confers with licensing, health and safety, and social service personnel as required.				
Provides a coordinated program for a classroom of children integrating all required components including basic care, education, social service, nutrition and parent involvement and education. Prepares and submits in a timely manner written lesson plans, reports, parent conferences and child and staff evaluations.				
Provides leadership, guidance and supervision to teachers and volunteers. Leads others in the planning and delivery of child care program services and activities. Assists with resolution of child care questions, problems and/or issues as they arise. Trains, counsels and offers guidance as needed. Evaluates staff performance and provides feedback.				
Participates in planning and coordinating staff development activities, parent education and parent involvement activities.				
Assists with staff scheduling. Schedules and assigns staff breaks and meal periods. Conducts staff meeting and training sessions. Participates in orientation of new staff.				
Acts in absence of Program Director/Program Manager and Senior Head Teacher with responsibility for ensuring child care program meets child care licensing requirements, applicable health and safety regulatory requirements, and accreditation standards for providing care and education. Has authority to acknowledge receipt of deficiency notices and to correct deficiencies that constitute immediate threats to children's health and safety. Maintains records and documentation and files reports as required by governmental or agency guidelines and regulations.				
Serves as liaison between parents and Program Director/Manager. Relays information and recommendations to Program Director/Manager.				
Identifies potential improvements and enhancements to program and recommends corresponding changes in procedure. Gives feedback to Program Director/Manager and/or Senior Head Teacher regarding staff issues.				
Teaches children, under a team-based concept, according to approved instructional programs at a rate and level commensurate with expected progress of each child.				
Evaluates children, maintaining anecdotal and developmental records as well as progress and incident reports for each assigned child. Meets with parents to discuss child's progress, provide counsel or advice, and to devise learning and development strategies as appropriate.				
Maintains accurate sign-in and sign-out attendance records. Assists Program Director/Program Manager with file maintenance.				
Maintains a suitable learning environment including the appearance and/or décor of the classroom and playground. Encourages critical thinking through use of stimulating questions and ideas. Uses a variety of methods and materials.				
Reviews the ordering of supplies and materials for classroom use.				

## Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency

**Other Requirements**

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC's policy at: <a href="https://policy.usc.edu/mandated-reporters/">https://policy.usc.edu/mandated-reporters/</a>
<i>Campus Security Authority (CSA)</i>			<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC's policy at: <a href="https://dps.usc.edu/alerts/clery/">https://dps.usc.edu/alerts/clery/</a>			No

**ACKNOWLEDGMENTS**

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

\_\_\_\_\_  
Print Employee Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Manager Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.