



USC University of
Southern California

Senior Head Teacher Job Description

JOB INFORMATION

<i>Job Code:</i>	159020
<i>Job Title:</i>	Senior 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.; Supervises volunteers.
<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

Develops curriculum for, and oversees the activities of, a targeted group of children in a child care program. Supervises and/or mentors teachers and head teachers. Maintains quality child care 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/Manager.

JOB QUALIFICATIONS:

Education

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

Additional Education

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

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		Highly skilled child care teacher with 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>
Plans, organizes and directs a comprehensive curriculum and activities for a targeted group of children integrating all required components including basis care, age appropriate learning opportunities, social service, nutrition and parent involvement and education. 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.				
Plans, develops and administers program curriculum which promotes social, physical and intellectual growth. Prepares and submits in a timely manner written lesson plans, reports, parent conferences and child and staff evaluations. Reviews and evaluates teachers' lessons plans.				
Provides leadership, guidance and supervision to teachers and volunteers. Leads others in the planning and delivery of child care program services and activities. Sets priorities and timelines and monitors delivery of child care program services and activities. Assists with resolution of child care questions, problems and/or issues as they arise. Trains and mentors teachers and head teachers. Evaluates staff performance and provides feedback. Counsels and offers guidance as needed.				
Plans and coordinates 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/Manager 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 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.				
Oversees and reviews the ordering of materials and supplies for classrooms.				

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		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

Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	employee's department's emergency response and/or recovery plans. Familiarity with those 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.		or neglect must report the suspected incident. The reporter must contact a designated agency 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: https://policy.usc.edu/mandated-reporters/
<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: https://dps.usc.edu/alerts/clery/			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.