



## HEAD TEACHER

### Job Description

Better Beginnings Child Development Center provides early childhood education to children ages 2.5 to 5, and afterschool programs for ages 5 to 11. It is an independent 501(c)(3) non-profit organization. We are an equal opportunity employer, committed to building a workforce that reflects the diversity of the communities we serve.

Our mission is to provide high quality, affordable child care that contributes to the educational, physical, social and character development of children in a safe and healthy environment. At the same time, we seek to afford parents the ability to remain employed or attend full time training/education, which allows them the opportunity to be self-supporting members of the community.

#### POSITION SUMMARY

Do you have a passion for changing the world by working to educate and help young children? Better Beginnings is searching for a Spanish-speaking, team-oriented leader to provide early childhood education to an underserved population in Hightstown, NJ. Furthermore, we are seeking candidates that have the potential to succeed the Executive Director of the program after proving their initiative, learning agility and leadership capabilities over the course of one to two years.

The Head Teacher of Better Beginnings, a senior leadership position, works closely with the Executive Director and other staff members to coordinate and supervise the daily operations of the organization. The position is also directly responsible for designing and executing the center's communications, media and development activities, and assists the Exec Director in developing and managing plans and goals in a variety of areas essential to the smooth running of the school.

Additionally, the Head Teacher ensures that schedules, policies and procedures are established and observed to maintain compliance and adherence to regulatory and financial requirements.

SALARY RANGE: \$35,000 to \$50,000 commensurate with experience and qualifications.

JOB LOCATION: Hightstown, NJ. Will be required to work on-site.

ESSENTIAL DUTIES AND RESPONSIBILITIES: include, but are not limited to, the following:

- ☐ Upholds Better Beginnings Child Development Center's philosophies about play-based curriculum, peaceful conflict resolution, and positive child guidance. With the Executive Director, ensures that the school's philosophy is implemented throughout Better Beginnings Child Development Center.
- ☐ Prepares stakeholder reports, accreditation and licensing reports, staff updates and/or procedures required by federal, state or local regulations
- ☐ Develops contract agreements, schedules and/or provides staff trainings and carries out administrative duties delegated by the Executive Director.
- ☐ Serves as Executive Director in their absence, including budgeting, facilities and other assigned responsibilities.
- ☐ Coordinates and supervises daily operations.
- ☐ Works with the Executive Director to meet or surpass the Center's financial goals and objectives as set in accordance with the board.

- ☐ Helps maintain the standards and/or the accreditation requirements per State of New Jersey Department of Children and Families Office of Licensing, National Association for the Education of Young Children, and Grow New Jersey Kids.
- ☐ Assists with compliance of all licensing, training and safety requirements.
- ☐ With the Executive Director, engages with and support responsibility in the areas of 1) interviewing, hiring and training employees, 2) appraising performance of educators, 3) rewarding and disciplining employees, and 4) addressing complaints and resolving problems.
- ☐ With Executive Director, educates and communicates policies and procedures to newly hired and current employees; on-boards newly hired employees including new hire orientation, employee handbook overview, employment documents, and benefit enrollment.
- ☐ With Executive Director, assists in creating marketing plans to share our unique program throughout the community and to prospective parents through special events, tours and enrollment.
- ☐ Creates rapport with parents, staff, and leadership to communicate student goals and provide superior customer service. Cultivates positive relationships with families, staff members and community contacts.
- ☐ Maintains accurate, confidential and complete student records as required by laws, district policies, and administrative regulations.
- ☐ Establishes and drives the organization's communications and media (including social media) strategy and execution.
- ☐ Cultivates community relations and manages Development and Fundraising efforts.
- ☐ Enforces all administration policies and rules governing families, children and personnel.
- ☐ Monitors the classroom budget.
- ☐ Implements positive discipline when required.
- ☐ Participates in community activities as required.
- ☐ Meets with other professionals to discuss individual students' needs and progress.
- ☐ Attends professional meetings, educational conferences, and teacher training workshops in order to maintain and improve professional competence.
- ☐ Attends staff meetings and monthly board meetings and serve on committees as required.

#### PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to sit, to reach with hands and arms. The employee is occasionally required to stand; walk and stoop, kneel, crouch, or crawl. The employee must be able to lift and/or move up to 50 pounds (weight of a small child). Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. The ability to interact appropriately in interpersonal situations is a requirement.

## REQUIREMENTS/QUALIFICATIONS

- Meets one of the following option combinations for Education and experience:
  - Option A:** Master's degree in education **AND** six (6) credits and one (1) year of experience.
  - Option B:** Master's degree in a field other than education **AND** nine (9) credits and one (1) year of experience.
  - Option C:** Bachelor's Degree in Education, Psychology, Health Care, Nursing, or any other field related to Child Growth and Development; or Teaching Certification from Department of Education in Elementary Education, Nursery School, Preschool through Third Grade (P-3) or Teacher of the Handicapped **AND** six (6) credits and two (2) years of experience.
  - Option E:** Teaching certification from the NJ Department of Education **AND** nine (9) credits and three (3) years of experience OR six (6) credits and four (4) years of experience.
- Learning agility and demonstrated passion for personal growth
- Fluent verbal/written English
- Exhibits a genuine nurturing, caring attitude to all children
- Knowledge of child development & early education theories / practices and relevant legislation, policies and procedures
- Possess cultural awareness and sensitivity
- CPR certification and basic first aid Certification
- Driver's License
- Ability to attend and participate in extracurricular events, meetings and training sessions
- Team-oriented, collaborative management style with a proactive, can-do, helpful attitude; ability to inspire collaboration among staff members, and coach and build teams to achieve mutual goals

## DESIRED KNOWLEDGE/SKILLS

- Fluent verbal Spanish
- Ability to proactively spearhead and coordinate the execution of responsibilities in order to achieve desired outcome and identify and develop new ideas and challenges for business improvement.
- Ethically sound, consistent and fair
- Proficient in Microsoft Office, specifically Excel, Word, and PowerPoint. Ability to learn and use any other software programs needed in the operations Interlake programs, including, but not limited to, any child care center management data collection and reporting system
- Ability to communicate effectively, both orally and in writing, and work effectively with a wide range of constituencies in a diverse community

Better Beginnings Child Development Center is an equal opportunity employer, committed to building a workforce that reflects the diversity of the communities it serves. Applications are encouraged from all qualified individuals without regard to race, ethnicity, gender identity and expression, sexual orientation, age, religion or national origin.