

**TOWN OF HAMDEN**  
**School Age Child Care Head Teacher**

**Non-Classified/Non-Competitive**  
**Department: Youth Services**

**Non-Bargaining Unit Position**  
**Salary: \$18.00/hour Part-time**

**Position Description:** The School Age Child Care Head Teacher is responsible for the care, education and enrichment of a group of children as part of a learning team leader. The teacher plans and implements the curriculum with active support and participation of other members of the teaching team. The Head Teacher actively works with parents and assesses the needs of individual children. Fluency in English and Spanish preferred.

**Supervision Received:** The School Age Child Care Head Teacher reports to the Child Care Program Director and/or the Youth Services Coordinator.

**Supervision Exercised:** May provide general supervision to part-time teachers and child care aides.

**Examples of Essential Job Duties:** The Head Teacher is responsible for the daily operation of a classroom. The key responsibilities are:

**1. Classroom Management**

- Establish and maintain a safe and healthy environment at all times.
- Develop and implement an appropriate daily program of learning experiences for all children.
- Evaluate the needs of individual children and report concerns to the Director.
- Monitor daily attendance, snack count and supervise snack and lunch.

**2. Curriculum Planning and Evaluation**

- Design curriculum to meet emotional, physical, intellectual and social needs of the children.
- Evaluate student's progress throughout the year and reports issues to the Child Care Director.
- Must attend and complete 18 hours of continuing education each year.

**3. Preparation of Materials and Resources**

- Maintains records and reports as required.
- Prepares written plans for weekly activities.
- Obtains or creates any necessary teaching materials and resources.
- Maintains a clean classroom and keeps all equipment and supplies in good condition.
- May perform related duties as assigned.

**Knowledge, Skills and Abilities:** Must be able to relate to parents, staff and the community.

**1. Support Social and Emotional Development**

- Implements hands on activities that develop positive self-esteem and social skills.
- Plans and implements culturally diverse experiences.
- Communicates with children at their developmental level.
- Encourages children to be independent.

**2. Establish Positive and Productive Relationships with Families**

- Relates assessment information to parents and offers support for dealing with children at different stages.
- Organizes and facilitates Parent/Family activities.
- Promotes communication with parents through weekly progress notes. Prepares a brief one paragraph report each month for the newsletter reporting on recent and upcoming activities and programs.

**3. Supervision and Evaluation of Staff, Student Interns and Volunteers**

- Uses appropriate guidance to train and assist staff.
- Confers regularly with assistants and the Director to plan and execute programs.

**4. Maintain a Commitment to Professionalism**

- Promotes the Youth Services philosophy and educational objectives.
- Supports the Town of Hamden's Code of Ethical Conduct.
- Attends staff meetings, workshops and in-service training provided by the Youth Services Department.

**Minimum Qualifications Required:** A Bachelor's Degree in Education, Recreation or a closely related field of study, with two years of experience in a school age child care program setting.

**Hours of Work:** This position is a part-time position during the school year (2:30pm - 5:30pm) and full-time (8:30am – 5:30pm) during school vacation weeks and over the summer vacation.

**License or Certificate:** A valid Connecticut Driver's License and CPR Certification is required.

**Physical, Mental Exertion/Environmental Conditions:** Must be able to work under stress from demanding deadlines and changing priorities and conditions. There is constant interaction with children, families and staff members, requiring the individual to remain calm under stressful conditions. Must have the physical ability to remain on your feet for extended periods of time. Must be able to hear clearly (correctable to within normal limits) to record telephone information, and to see (vision correctable to 20/20) to complete applications and forms. Must be able to lift up to 50lbs of supplies and/or equipment.

**Note:** The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task and responsibility. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

This position is funded through grants and fees, and a lack of funding or enrollment may result in the elimination of this position. This position is not part of the Classified Civil Service System of the Town of Hamden, however, the successful candidate will be employed in accordance with accepted principles of Public Employee employment.