

## **TOWN OF ROCKY HILL JOB POSTING**

(This is an advertisement. Please see below for a detailed job description and qualifications).

### **Rocky Hill Human Services Department Kid's Korner Head Teacher**

#### **HEAD TEACHER**

The Town of Rocky Hill's Human Services Department is currently in the process of hiring a Head Teacher for their preschool program. Qualified applicants should possess a Bachelor's Degree in Early Childhood Education/ or equivalent, and a minimum of two (2) years of supervisory experience in a preschool setting. Applicants should have a thorough knowledge of early childhood development, and have the skills necessary to work with preschool aged children. Candidates must possess strong interpersonal skills and leadership abilities. Ongoing participation in professional development and training important. Knowledge of State of Connecticut mandated reporting and licensing requirements essential.

This position is a part-time, seasonal, at-will position. Compensation is \$19.00 per hour. Anticipated work schedule of 19 work hours per week. Interested applicants must submit each of the following: 1) A resume; 2) a letter of interest that clearly describes how the applicant meets the qualifications set forth in the job description; and 3) a completed Town of Rocky Hill application. Please submit all application materials to Catherine Sylvester ([csylvester@rockyhillct.gov](mailto:csylvester@rockyhillct.gov)) via electronic mail. Applications will be accepted until the position is filled.

The Town of Rocky Hill is an EEO/AA Employer and complies with the ADA.  
Please let us know if you need reasonable accommodations relative to the application process.

**Town of Rocky Hill Human Services Department  
Kid's Korner Head Teacher**

**Job Description:**

Responsible for managing daily operations of Kid's Korner, including but not limited to: supervising Assistant Teachers and Volunteers; maintaining classroom equipment and supplies; planning, coordinating, overseeing and executing the program curriculum and formulating daily lesson plans and activities appropriate for preschool students. The Head Teacher is responsible for organizing and maintaining staff and volunteer schedules and trainings. He/she is required to work in conjunction with the Early Childhood Coordinator to follow State of Connecticut licensing requirements. Position is considered seasonal, at will. Ongoing communication and updates with supervisors and /or parents is required. This position reports to Human Services Early Childhood Development Coordinator and Director of Human, Youth and Senior Services.

**Required Qualifications and Competencies**

1. Graduate of an accredited college with a Bachelor's Degree in Early Childhood Education/ or equivalent.
2. A minimum of two (2) years of supervisory experience in a licensed preschool setting.
3. Application materials must reflect thorough knowledge of early childhood development, as well as knowledge of the principles and practices of preschool programming, policies, and procedures.
4. Application materials must reflect knowledge of State of Connecticut mandated reporting procedures and licensing requirements and regulations.
5. Demonstrated experience in instructing, assigning, supervising and evaluating preschool teacher assistants and volunteers in the performance of their duties.
6. Ability to operate a computer and working knowledge of Microsoft programs, as well as some skill relative to organization/file management.
7. Strong interpersonal skills and leadership abilities, with ability to communicate directions clearly.
8. Ongoing participation in professional development and training.
9. Must pass FBI and state background checks.
10. Proof of current certification - American Red Cross Child Care CPR and First Aid Training certified.
11. Proof of current medical immunizations.

**Specific Duties**

Duties include but are not limited to:

1. Overseeing the safety and well-being of preschoolers.
2. Planning and implementing the preschool curriculum, incorporating current themes, and applying the same to daily and weekly lesson plans.
3. Ensuring rules, regulations, and policies are adhered to at all times.
4. Daily supervision of Kid's Korner Assistant Teachers and Volunteers with the ability to document and communicate issues regarding performance and evaluations as needed or as assigned.
5. Maintaining ongoing communication with parents and staff.
6. Addressing parent inquiries and concerns in a timely manner, and frequently updating parents about their child's development, behavior and progress.
7. Supervising care and cleaning of facility and equipment daily, including safety inspections of all preschool materials and equipment.
8. Conducting midyear Parent-Teacher Conferences and planning an end-of-year program.
9. Maintaining an adequate inventory of supplies and materials and placing orders, as needed, using a purchase order system.
10. Carrying out additional duties as assigned by the Human Services Early Childhood Development Coordinator or Director of Human, Youth and Senior Services.

**Physical and Mental Requirements/Work Environment:** Required for essential duties; reasonable accommodations will be considered under the Americans with Disabilities Act; this list is not all inclusive and may be supplemented as necessary.

1. Ability to physically lift or move fifty (50) pounds of weight.
2. Physically able to stand, walk, sit, climb, balance, stoop, kneel, crouch and crawl.
3. Dexterity using arms, hands and fingers.
4. Visual requirements include: near, distance, peripheral, depth perception, focus adjustment and color vision.

**The above job description is illustrative and not a complete itemization of all aspects of the position.**

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