

TOWN OF ROCKY HILL JOB POSTING

(This is an advertisement. Please see pages 2 - 3 below for a detailed job description and qualifications).

DEPARTMENT OF HUMAN, YOUTH AND SENIOR SERVICES

PRESCHOOL HEAD TEACHER

The Town of Rocky Hill's Human, Youth and Senior Services Department is currently in the process of hiring a Preschool Head Teacher for the Kids Korner Preschool Program. Qualified applicants **must** be a currently licensed Head Teacher for preschool aged children (must possess credentials that meet criteria for licensure under OEC standards) and have at least two (2) years of experience as a Head Teacher. Please see the job description on pages 2-3 below for more detailed information.

This position is a part-time, non-bargaining position. The salary is \$22.00 per hour. Anticipated work schedule of 19 hours per week. Interested applicants must submit each of the following: 1) A resume; 2) A letter of interest which demonstrates how you meet the qualifications; and 3) A completed Town of Rocky Hill Employment Application. All application materials must be submitted via email to Human Resources (hrdept@rockyhillct.gov). Applications will be accepted until filled.

Please be advised finalists will be required to undergo a comprehensive background, financial, and/or criminal investigation.

The Town of Rocky Hill is an EEO/AA Employer and complies with the ADA.

**Town of Rocky Hill
Job Description**

POSITION: PRESCHOOL HEAD TEACHER
DEPARTMENT: HUMAN, YOUTH AND SENIOR SERVICES
REPORTS TO: DIRECTOR OF HUMAN, YOUTH AND SENIOR SERVICES; AND EARLY CHILDHOOD DEVELOPMENT COORDINATOR
SUPERVISES: KIDS KORNER EMPLOYEES AND VOLUNTEERS
BARGAINING UNIT: NON-BARGAINING

Summary of Responsibility:

Responsible for managing daily operations of Kid's Korner, including but not limited to: supervising paraprofessionals and volunteers; maintaining classroom equipment and supplies; planning, coordinating, overseeing and executing a comprehensive educational program curriculum and formulating daily lesson plans and activities appropriate for preschool students (children three (3) to five (5) years of age). 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 Development Coordinator (EDCD) to follow State of Connecticut licensing requirements. Ongoing communication and updates with supervisors, staff, parents and other stakeholders is required.

Essential Functions:

1. Assists overseeing safety and wellbeing of all preschool program participants.
2. Responsible for assisting in the daily supervision of Kids Korner paraprofessionals and volunteers and other relevant employees as assigned by supervisor.
3. Constructs and implements a curriculum, incorporating themes, and applying the same to daily and weekly lesson plans.
4. Ensures rules, regulations, and policies are adhered at all times.
5. Addresses parent inquiries and concerns in a timely manner, and frequently updating parents about their child's development, behavior and progress.
6. Assists in the care and cleaning of facility and equipment as directed by the ECDC.
7. Inventories, stocks and orders program supplies as needed.
8. Carries out additional duties as assigned by Early Childhood Development Coordinator.

The duties listed above are intended only as illustrative of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar or a logical assignment to the position.

Qualifications and Competencies:

1. Must be a currently licensed Head Teacher for preschool aged children and possess credentials that meet the criteria under the Office of Early Childhood (OEC) standards.
2. A minimum of two (2) years of supervisory experience in a licensed preschool setting.
3. Graduation from a recognized college or university with a four year degree in Early Childhood Development or an equivalent.
4. Thorough knowledge of early childhood development, as well as thorough knowledge of the principles and practices of preschool programming, policies, and procedures.
5. Knowledge of State of Connecticut mandated reporting procedures and licensing requirements and regulations.
6. Strong interpersonal skills and leadership abilities, with ability to communicate directions clearly.
7. Demonstrated experience in instructing, assigning, supervising and evaluating preschool paraprofessionals and volunteers in the performance of their duties.
8. Ability to operate a computer and working knowledge of Microsoft programs, as well as some skill relative to organization/file management.
9. Must have or be willing to be trained in American Red Cross Adult/Child Care CPR and First Aid Training.
10. Must have up to date immunizations.
11. Must pass FBI and State background check.

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

1. Regularly required to use hands to finger, handle or feel objects, tools, or controls; reach with hands and arms; and talk or hear.
2. Frequently is required to walk and sit.
3. Occasionally required to stand, climb or balance, and stoop, kneel, crouch or crawl.
4. Ability to lift and/or move up to fifty (50) pounds.
5. Vision abilities required by this job include close vision, color vision, peripheral vision, depth perception and ability to adjust focus.
6. The dexterity necessary to utilize a computer keyboard on a regular basis is essential.
7. The duties listed above are intended only as illustrative of the various types of work that may be performed.

The Town of Rocky Hill is an EEO/AA employer and complies with the guidelines of the Americans with Disabilities Act.