

# Friends Center for Children

## Job Description

### Infant/Toddler Head Teacher

Friends Center for Children is an early childhood education center providing high-quality, full-time year-round care for children ages 3 months to 5 years. We offer a child-centered, hands-on learning experience in a safe and nurturing environment. At Friends Center, children learn through creative play and a wide range of developmentally-appropriate activities. We are non-sectarian and our values-based curriculum is guided and enhanced by its foundations in the Quaker principles of community, equality, peace, simplicity, truth and stewardship. As a cooperative organization, parents and teachers at Friends Center work together to create a diverse and supportive community. Our mission is to educate children, empower families, inspire teachers, engage community, embrace diversity and embody equity.

The Infant/Toddler Head Teacher is responsible for the general supervision and management of the children and classroom. The Head Teacher will implement the mission of Friends Center by providing high-quality childcare reflecting the Quaker values of simplicity, peaceful resolution of conflicts, integrity, community, equality and stewardship.

#### Essential Duties and Responsibilities:

##### Teaching:

- In coordination with other teachers, plan, supervise and implement infant/toddler curriculum reflective of Quaker values and guided by children's interests and developmental needs.
- Meet physical, social-emotional and cognitive needs of all children in the classroom.
- Provide materials for children that are reflective of Friends Center values.
- Maintain the classroom in an organized, clean and appealing fashion, reflective of Friends Center values and based on developmental needs and interests of the children.

##### Modeling:

- Maintain a positive emotional attitude with children, families and other staff.
- Mentor teaching staff and model best childcare and classroom practices for parent cooperative volunteers.
- Work to build positive relationships among staff/parents/guardians/volunteers.

##### Supervision:

- Communicate with families and other teachers daily and document children's daily progress.
- Conduct weekly meetings with teachers for the purposes of curriculum planning, student observations, and fostering healthy communication between teachers.
- Supervise assistant teachers, parents/guardians and volunteers in the class.
- Meet with the Infant/Toddler Program Manager weekly to discuss classroom management.
- Provide feedback to the Infant/Toddler Program Manager and Site Director for formal observations of assistant teachers.

##### Assessment:

- Participate in ongoing evaluation of children through daily observations, collecting weekly work samples and written assessments.

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- Conference with families bi-annually, or as needed, and develop goals for each child with the family.
- Provide ongoing evaluation as needed to assess the developmental levels of the children.
- In consultation with the Executive Director, Infant/Toddler Program Manager, and Emotional Well-Being Coordinator support referrals for families as needed for evaluation and/or services.

## Professional Development:

- Attend all staff meetings.
- Maintain required continuing education hours and provide documentation of such.
- Maintain knowledge of current theory and best practices.
- Participate in all required early childhood meetings, conferences and/or events.

## Qualifications:

- Bachelor's Degree in Early Childhood Development and/or Education.
- CPR certified or ability to complete training.
- Ability to communicate fluently in written and spoken English.
- Excellent organizational skills.
- Computer literacy.
- Two years of Early Childhood Education experience.
- Cultural sensitivity and proven ability to work with a diverse population.
- Experience working in a cooperative model a plus.
- Fluency in Spanish or other second language preferred.

## Physical Requirements:

- Vision and hearing must be within normal range so as to be able to provide sight and sound supervision.
- Ability to lift and carry 40 lbs.
- Ability to bend, sit on the floor for prolonged periods and get up again is required.

Reports to: Infant/Toddler Program Manager

This is a full-time, exempt, 40 hour/week position. Some evenings and occasional weekend hours are required.

Salary Range: \$35,600-45K

Benefits include employer-sponsored health insurance and PTO. Friends Center also has a staff support program which can include tuition reimbursement and mentoring.

**To Apply:** Please send resume and cover letter to [humanresources@friendscenterforchildren.org](mailto:humanresources@friendscenterforchildren.org). We look forward to hearing from you!