



Preschool Head Teacher

Job Description

About North Marin Community Services

North Marin Community Services (NMCS) is the anchor human service non-profit serving Novato/North Marin for the past 51 years. Our mission is to empower youth, adults, and families in our diverse community to achieve well-being, growth, and success; we envision a strong community with opportunities for all. A trusted community resource, our quality programs are grounded in stability, expertise, and commitment to effectively address the changing needs of our community. Recognized for our leadership and program excellence, we provide vital resources, educational opportunities, and economic support to individuals and families in our community. Whether in the form of short-term assistance or long-term intensive partnership, our interconnected services work together to encourage success at home, at school, and in life to over 10,000 people annually. Join an organization dedicated to providing a supportive and professional working environment. Located in beautiful Novato/Marin County/CA, our workplace culture is driven by our five values: teamwork and collaboration, equity, excellence, integrity, and learning and continuous improvement.

Most Recent Update: Job Title:

3/11/2024

Preschool Head Teacher

Status:

Full time (40 hours per week), hourly non-exempt. Schedule is Monday – Friday, hours may vary between 7:45 a.m. and 5:05 p.m.

Reports to:

ECE Assistant Manager

Purpose:

To enjoy working with children and supervising them in an ECE setting; supporting children's development in a nurturing, kind manner with emphasis on positive behavior guidance. Serve as classroom lead, creating a positive, culturally affirming climate. Head Teacher has overall responsibility of curriculum, classroom routines including primary caregiving, parent-teacher conferences, child observations/assessments, and offers support to other classroom staff. Head Teacher must comply with program and agency-wide policies and procedures.

Essential Functions:

- Supervise preschool children from diverse backgrounds and lead development and implementation of developmentally appropriate activities/curriculum. Ratio 1:4 with a group size of 12 children.
- Observe and assess children's development and conduct annual classroom evaluation utilizing approved tools (DRDPs, ASQ, CLASS and ERS); integrate results into classroom curriculum and lesson plans.
- Effectively engage parents in supporting their child's development; work in partnership with parents and ECE Assistant Manager to assess children individually in regard to key developmental areas; serve as lead in parent meetings and conferences; distribute parent educational materials; address issues directly (as appropriate) and seek guidance from ECE Assistant Manager or Program Director when necessary.
- Serve as classroom lead in planning and implementing parent involvement activities
- Actively participate in monthly ECE meetings. In partnership with the ECE Assistant Manager, hold weekly classroom team meetings, and attend all staff meetings. Disseminate information from meetings and professional development activities to other teachers, as appropriate.
- Participate in quality coaching, training and technical assistance through Marin Quality Counts project; support classroom teachers in implementing curriculum aligned with classroom teams coaching goals.
- Ensure positive and open communication with team of teachers, other Head Teachers, ECE Assistant Manager and Program Director.
- Responsible for regular child documentation, including evidence collection for developmental assessments, parent communication and child portfolios/journals, incident reports, and quarterly newsletter
- Complete ongoing trainings, including ServSafe food handler, Integrated Pest Management, CACFP civil rights training, mandated reporter, and others as needed

North Marin Community Services

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- Maintain aesthetically pleasing, safe, and hygienic classroom environment
- Responsible for ensuring professionalism, respecting confidentiality, and following agency procedures regarding conflict resolution. Works well with others as part of a team.
- Work closely with ECE Assistant Manager and Program Director to foster a positive, culturally affirming climate in the classroom and obtain guidance, as needed. Follow procedures listed in the Employee Handbook and other NMCS and program manuals.
- Complete 21 hours of professional development and/or academic coursework annually to maintain CA teacher's permit.
- Direct employee relations to ECE Assistant Manager and Program Director and support as requested.
- Work closely with other teachers to facilitate child transitions; implement a clear plan to ensure their readiness.
- Maintain current Child Development Permit (see minimum qualifications below), CPR and First Aid Certification.
- Be a strong ambassador for the agency including knowing and adhering to the agency's mission, values and programs; referring program participants; and engaging volunteers and donors when possible.
- Complete any related tasks assigned by Program Director, ECE Assistant Manager, School Age Assistant Manager, or CEO.
- Supervise and interact with children, requiring a full range of motion to lift, reach, squat, climb, sit, and otherwise fully participate in activities.
- Maintain current CPR and First Aid Certification (willing to send to training).
- Job may include walking up and down stairs, standing, lifting and moving small items of up to 25 lbs.

Qualifications:

Required Qualifications:

- English fluency
- Teacher Permit or higher, OR
 - 24 ECE units +16 GE units
 - AA in ECE/related field with 3 units supervised field experience
 - BA in any field + 12 units ECE including core courses
- CPR/First Aid certification

Preferred Qualifications:

- Bilingual (Spanish)
- Familiarity with Title 22 licensing
- Prior training in CA Teaching Pyramid (willing to send to training)

Conditions of Hire:

- Fully vaccinated against COVID-19 unless granted a medical or religious exemption.
- Pre-employment health exam including proof of vaccinations and TB test clearance.
- Criminal record clearance or exemption from California Department of Social Services. All convictions other than minor traffic violations require an exemption, including convictions that have been expunged.

To Apply:

Please visit <https://www.northmarincs.org/careers-internships/>