



Rainy Dayz Preschool *Head Teacher* Job Description:

We have been given an awesome responsibility to care and teach the children of our community. Teaching is a very rewarding and exhausting job! Rainy Dayz takes pride in employing enthusiastic, reliable and experienced teachers. We expect both head teachers and assistants to possess the following qualities:

- High energy
- Be encouraging
- Patience & understanding
- Positive attitude – never show negativity to a parent
- Trustworthy and reliable
- Always try to be accommodating
- Take pride in the school's appearance and reputation inside and outside of the building

Essential Duties & Responsibilities: (Other duties may be assigned)

- **Plan and execute curriculum:**
 1. Curriculum must be age appropriate and follow the Rainy Dayz program philosophy
 2. Must be willing to create extra curriculum for students who need extra help or are cognitively ahead of their peers
 3. Planning time will be given at school but must expect outside time to be committed to proper planning, i.e. going to the library, making copies at a copy store, planning and preparing materials at home, etc.
 4. Planning must be done at least a week in advance to ensure preparedness especially in the event of an absence
- **Parent Communication**
 1. Head Teachers are required to hold twice yearly parent/teacher conferences. Progress reports will be created and gone over with each family during conference time (conferences take place after school...no classes are cancelled for conferences)
 2. Regular parent communication will take place; must be prepared and capable of handling difficult situations on a moments notice
 3. Create and distribute monthly newsletters to families
- Regular care and cleaning of assigned classroom
- Must be fiscally responsible with supplies (be creative)
- Ability to redirect or change curriculum instantly if planned materials aren't working (quick thinking)
- Able to successfully manage class to maintain a positive, nurturing and respectful learning environment
- Able to communicate successfully with teacher's assistant to ensure classroom runs smoothly and efficiently
- Keep all children in your care safe and comfortable

(continued)

Qualifications:

To perform this job successfully, an individual must be able to perform the essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made for individuals with disabilities to perform the essential duties.

Education/Experience:

Preference will be given to candidates with an ECE degree and/or ECE credits. Prefer individuals with experience teaching in a preschool setting for at least one year. Must have experience writing curriculum for age group being considered for. CPR certification is required and must be submitted within one month of hire.

Physical requirements:

Preschoolers are energetic and require constant attention and planned activities. To successfully meet the physical requirements of the essential duties, individual must be willing to interact with children in a positive, energetic and encouraging manner. Willingness to perform some of the gross motor activities along side the children is required.

Other requirements:

Rainy Dayz will hold regular parent events, i.e., open houses, meet the teacher, curriculum night, pre-k graduation etc. outside of regular hours. It is expected that teachers will attend all events scheduled. Staff meetings will be held on a monthly basis and attendance is mandatory. Head teachers may also be asked to help staff extended day and date night.

Days/hours needed:

Currently, this is a part-time position running 10 months...last week of August through third week of June. Work time is Monday through Friday and may be am (8:30a-1:30p) or pm (12:00p-5:00p). *There is a possibility of working both am and pm shifts.

There are summer hours available....last week of June through second week of August. These hours are offered based on need of the school and merit of the employee and are am only. No guarantee is given to summer hours.

Compensation:

This is a salaried position and pay depends on experience and education. Limited benefits are available.

If interested in applying, please submit a resume with salary requirements to info@rainydayzpreschool.com.