



## **GLENDALE UNIFIED SCHOOL DISTRICT**

223 North Jackson Street | Glendale, CA 91206

(818) 241-3111 | [www.gusd.net](http://www.gusd.net)

"Preparing our students for *their* future"

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### **HEAD TEACHER**

### **CHILD DEVELOPMENT AND CHILD CARE**

#### **DESCRIPTION**

Responsible for all aspects of the day-to-day operation of a Child Development and Child Care center. Maintains the waiting list for various programs.

A **Head Teacher** fulfills all the duties of a CDCC Teacher and Head Teacher.

#### **ESSENTIAL FUNCTIONS**

1. Develops and/or consults in writing environmental learning plans to implement a developmentally appropriate curriculum that leads to educational, social, and emotional growth as defined by the California Department of Education Child Development Division.
2. Assists teachers, in cooperation with the assigned Program Supervisor, in implementing developmentally appropriate curriculum and research-based learning activities that support the school program, lead to educational, social, and emotional growth for students, and follow program quality guidelines.
3. Provides for the welfare, health, and safety of all children and staff, and ensures a safe, clean environment according to program quality standards.
4. Assigns staff to provide a safe, supervised environment and provides training and direction to Education Assistants for program quality.
5. Supports teachers in conducting at least two parent conferences annually per child.
6. Guides teachers to maintain appropriate documentation as required by the Child Development and Child Care Programs department and the California Department of Education Child Development Division.
7. Works collaboratively with teachers, non-teaching staff, parents, and administrators.
8. Assists parents who request supplemental services by making referrals to district and/or community-based agencies.
9. Continues personal and professional growth through reading, participating in workshops, seminars, conferences, or classes.
10. Models professional conduct with the community, parents, children, colleagues, and administrators.
11. Promotes communication within the Child Development and Child Care Programs, other District programs, and the school site.
12. Maintains the confidentiality of all information and records.
13. Provides information regarding the Child Development and Child Care Programs to parents and the community.

14. Participates in meetings with program administrators and disseminates information from those meetings to other staff members at their center.
15. Follows late pick up procedures and provides supervision of students and notification to Program Supervisor as per department guidelines.
16. Holds staff meetings to share information and plan collaboratively to achieve center goals for program quality at least monthly and as needed.
17. Maintains and provides for adequate staffing at all times by arranging and securing Education Assistant substitutes as needed and appries the Program Supervisor of teacher absences.
18. Delegates appropriate job responsibilities equally among staff members, following training and with continuous supervision.
19. Maintains accurate records as required by the California Department of Education Child Development Division, Los Angeles County Department of Social Services, and the District's Child Development and Child Care Programs department.
20. Submits requisitions for supplies and requests for maintenance and repairs to the Program Supervisor for approval.
21. Assumes responsibility for accurate and timely fee collection, attendance reporting, site safety and security, equipment inventory, mandated reporting, accurate and thorough documentation and reporting, parent notices, accident reports, and current emergency information for students and staff.
22. Recruits and maintains maximum enrollment as determined by the Child Development and Child Care department.
23. Provides at least one parent orientation/education meeting per year and participates in Open House activities.
24. Conducts monthly emergency drills and maintains required documentation.
25. Arranges food purchases, preparation of snacks, and administers the lunch and snack program as required.
26. Appries the Program Supervisor and school site administrators of problematic situations in an effort to be proactive.
27. Asks for assistance from the Program Supervisor or Director, as needed.
28. Follows and implements State, District, and department policies and practices.
29. Performs other related duties as assigned.

## **QUALIFICATIONS**

### **Credential**

Current Site Supervisor Permit issued by the California Commission on Teacher Credentialing

### **Education**

Six (6) units in administration or supervision, plus two (2) semester units of adult supervision coursework is recommended; Current First Aid/CPR certification in compliance with Title 22.

### **Experience**

Experience serving as a CDCC teacher; demonstrates ability to work collaboratively and efficiently with staff, students, and parents.

## **KNOWLEDGE, ABILITIES AND PERSONAL CHARACTERISTICS**

1. Knowledge of the developmental needs of early education school students, including an understanding of appropriate behavior management strategies.
2. Knowledge of and ability to implement a cognitively challenging instructional program to early education students.
3. Ability to differentiate instruction to meet the learning needs of all students.
4. Knowledge of pedagogy and content for effective instruction at the early education level.
5. Ability to communicate effectively by providing clear, concise instruction using academic language.
6. Ability to listen without bias and provide appropriate feedback.
7. Ability to demonstrate proficiency in written and oral English.
8. Knowledge of methods for effective collaboration and the ability to work collaboratively with all stakeholders.
9. Ability to work effectively with all racial, ethnic, linguistic, economic, and disability groups.
10. Demonstrate understanding, patience, and approachability toward students, parents, and colleagues.

## **SUPERVISION**

Under the immediate Supervision of the Director of Child Development and Child Care (CDCC) or their designee.

## **WORK YEAR**

186 days or 225 days

## **SALARY SCHEDULE**

Per the Collective Bargaining Agreement between the Glendale Unified School District and the Glendale Teachers Association, this position aligns with salary schedule G2 or H2, depending on the number of days in the work year, verifiable years of prior service, and educational history verified through an official transcript from an accredited university or college.

## **ADDITIONAL INFORMATION**

This job description is not a complete statement of essential functions and responsibilities. The Glendale Unified School District retains the discretion to add or change typical duties of a position at any time.

*STATEMENT OF NON-DISCRIMINATION (Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972 Section 504 of the Rehabilitation Act of 1973): The Board of Education is committed to equal opportunity for all individuals in education. District programs, activities and services shall be free from unlawful discrimination, harassment (including sexual harassment), intimidation, and/or bullying based on actual or perceived sex, race or ethnicity, color, national origin, nationality, religion, age, sexual orientation, sexual preference, ancestry, ethnic group identification, gender, gender expression, gender identity, physical or mental disability, marital or parental status, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics, or sexual harassment in any district service, program and/or activity that receives or benefits from state financial assistance. The Board shall promote programs which ensure that unlawful discriminatory practices are eliminated in all district activities. The District will take steps to assure that the lack of English will not be a barrier to admission and participation in district programs. A copy of the District's Uniform Complaint Policy is available by calling (818) 241-3111, ext. 1457. Complaints alleging noncompliance with this policy of nondiscrimination should be directed to the following personnel:*

**Title IX Coordinator** – Dr. Kelly King, 223 N. Jackson, (818) 241-3111 ext 1209, [titleix@gusd.net](mailto:titleix@gusd.net)

**Section 504 Coordinator** – Dr. Narineh Khemichian, 223 N. Jackson, (818) 241-3111 ext 1500, [nkhemichian@gusd.net](mailto:nkhemichian@gusd.net)

**Title II/ADA:** Dr. Kelly King, 223 North Jackson, (818) 241-3111 ext 1209, [kking@gusd.net](mailto:kking@gusd.net)