



## GLENDALE UNIFIED SCHOOL DISTRICT

223 North Jackson Street | Glendale, CA 91206

(818) 241-3111 | www.gusd.net

"Preparing our students for *their* future"

---

*April 23, 2026*

### **HEAD TEACHER CHILD DEVELOPMENT AND CHILD CARE (CDCC)**

#### **DESCRIPTION:**

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

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

#### **MINIMUM QUALIFICATIONS:**

1. **Credential:** Current Site Supervisor Permit issued by the California Commission on Teacher Credentialing.
2. **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.
3. **Experience:** Experience serving as a CDCC teacher; demonstrates ability to work collaboratively and efficiently with staff, students, and parents.

**WORK YEAR:** 225 days. Work year will begin immediately upon appointment.

**SALARY RANGE:** Placement on regular teachers' salary schedule depending upon training and experience, plus \$463 per month for 12 months for Head Teacher stipend. Additional hours are required to meet responsibilities of the funded design and plan for these positions. Extra compensation will not be provided for these additional hours.

#### **MAJOR DUTIES AND RESPONSIBILITIES:**

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 and the Expanded Learning Division and the California Department of Social Services.
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. For students in subsidized preschool and subsidized school age child care programs.
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 and Expanded Learning Division and the California Department of Social Services.
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 with 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 reviewing student groups to ensure ratios and apprising the Program Supervisor of staffing needs.
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 and Expanded Learning Division California 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 delivery to CDCC office, 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. Maintains maximum enrollment as determined by the Child Development and Child Care department.
23. Provides at least one Back to School (parent orientation) meeting and one educational parent engagement meeting per year and participates in Open House activities.
24. Conducts monthly emergency drills and maintains required documentation.
25. Arranges food purchases with a Program Supervisor for cooking experiences supervision of daily snacks, and administers the lunch and snack program as required.
26. Apprises 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.

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

1. Ability to plan, organize, prioritize, and manage time.
2. Maintains a positive attitude towards students, learning, and teaching.
3. Ability to observe and evaluate student activities.
4. Ability to cope with multiple tasks.
5. Ability to drive to sites to communicate and meet with staff and students.
6. Knowledge of, and ability to use, computer-based programs.
7. Ability to communicate effectively by providing clear, concise instruction using academic language.
8. Ability to listen without bias and provide appropriate feedback.
9. Knowledge of methods for effective collaboration and the ability to work collaboratively with all stakeholders.
10. Ability to work effectively with all racial, ethnic, linguistic, economic, and disability groups.
11. Demonstrate understanding, patience, and approachability toward students, parents, and colleagues.
12. Ability to demonstrate proficiency in written and oral English.
13. Excellent interpersonal, oral, and written communication and problem-solving skills.
14. Oral and written proficiency in a second language preferred.

### **SUPERVISION**

Under the immediate supervision of the Director, CDCC or their designee.

## **APPLICATION PROCEDURES**

### 1. Application Materials

All applicants must submit a letter of introduction, a resume of training and qualifications, a copy of a valid Administrative Services credential or Certificate of Eligibility, and five (5) current references and five (5) current references must be included on the application. References will be contacted by telephone during the application process.

### 2. Application Submission Deadline

Applicants may view the job posting on EdJoin; however, all applications must be submitted through the Frontline platform using the link provided in the posting. Applications submitted directly to Human Resources will not be accepted.

### 3. Personal Interviews

After initial screening of all applications, selected candidates will be contacted for a personal interview with site administration.

## **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)