

Position: Head Teacher
Employer: St. Mary's Center
Hours: 35-hour work week, M – F, 9:30am to 5:30pm.
Status: Non-exempt, \$20 to \$22 per hour
Reports to: Preschool Director

How to apply: Please send your resume to hr@stmaryscenter.org
Desired start date: early-August

Background: St. Mary's Center has served seniors and young children in West Oakland since 1973. Started as an outreach effort of St. Mary's Church, the Center was separately incorporated as an independent 501(c)3 non-profit organization in 1992. Our mission is to be a community of hope, justice, and healing that serves at-risk seniors and preschoolers in the heart of Oakland. We strive to improve quality of life through counseling, shelter, nutrition, advocacy and social support. For more information, please visit www.stmaryscenter.org.

St. Mary's Center Preschool provides high-quality early education for approximately 24 children and families. St. Mary's Preschool offers fully subsidized programs for low-income families, with full and part day play-based program.

Position Summary: Reporting to the Preschool Director, the Head Teacher is responsible for instructing preschool-aged children in activities designed to promote social, physical, and intellectual growth needed for primary school in preschool, day care center, or other child development facility.

KNOWLEDGE AND SKILLS

- **Education and Training** - Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects. Commitment to ongoing coaching and education in Early Childhood
- **Communication:** Ability to understand and be understood in communicating with children, parents and staff
- **Child Psychology** - Knowledge of child behavior and performance; individual differences in ability, personality, and interests; learning and motivation; psychological research methods; and the assessment and treatment of behavioral and affective disorders.
- **Learning Strategies** - Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.
- **Management of Material Resources** - Obtaining and seeing to the appropriate use of equipment, facilities, and materials needed to do certain work.
- **Customer and Personal Service** - Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- **Organization and Recordkeeping** – Maintaining files in a systematic way, keeping track of all work documents and managing successful performance of project; entering student information and assessments into tracking systems

- **Public Safety and Security** - Knowledge of relevant equipment, policies, procedures, and strategies to promote effective security operations for the protection of people, data, property, and institutions.
- **Critical Thinking and Problem Solving**- Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems. Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- **Teamwork** - Working collaboratively within a strong team environment, and manage designated tasks independently
- **Time Management**- Managing one's own time and the time of others.
- **Science and Mathematics** – Using scientific rules and methods to solve problems

RESPONSIBILITIES

Teaching / Learning Environment (50%)

- With the Director, plan and prepare the learning environment and the daily program
- Adapt teaching methods and instructional materials to meet students' varying needs and interests.
- Execute activities developmentally appropriate for children's ages
- Maintain learning materials and equipment.
- Use space, materials, and routines as resources for constructing an interesting, secure, and enjoyable environment that encourages explorations and learning.
- Encourage physical activities that will strengthen social, cognitive and physical development.
- Encourage children to use problem- solving techniques.
- Teach basic skills such as color, shape, number and letter recognition, personal hygiene, and social skills.
- Read books to entire classes or to small groups.
- Attend professional meetings, educational conferences, and teacher training workshops to maintain and improve professional competence
- Prepare reports on students and activities as required by administration.
- Collaborate with other teachers and administrators in the development, evaluation, and revision of preschool programs.
- Meet with the Director and other Preschool staff members each week.
- Model appropriate behavior and language throughout the day.
- Must always maintain a 1:8 teacher:child ratio.

Child Care (20%)

- Communicate safety standards to children and families.
- Welcome arriving children to the school environment by greeting them, helping them remove outerwear, and selecting activities of interest to them.
- Perform required health checks upon entry and throughout the day as needed
- Adhere to infection control guidelines and be familiar with Preschool procedures for care of sick children.
- Help each child feel accepted in the group.
- Provide physical and emotional security for each child while helping him/her to develop positive self-esteem and independence.
- Maintain absolute confidentiality about children, families, and Preschool staff members.

Classroom Upkeep and Preparation (10%)

- Prepare the classroom and yard before school begins.
- Arrange indoor and outdoor space to facilitate creative play, motor-skill activities, and safety.
- Clean up classroom and yard at the end of the school day as needed.
- Keep the Preschool free of hazardous materials and dangerous substances.
- Demonstrate competency in the use of emergency procedures and equipment.
- Select, store, order, issue, and inventory classroom equipment, materials, and supplies.

Food and Snacks Preparation (10%)

- Prepare and clean-up food for snacks.
- Perform tasks under Child and Adult Care Food Program list of duties.
- Serve meals and snacks in accordance with nutritional guidelines.

Family/Parent Engagement (10%)

- Meet with parents and guardians to discuss children's progress and needs, determine their priorities, and suggest ways that they can promote learning and development.
- Maintain an open, friendly relationship with each child's family.

QUALIFICATIONS:

- Must possess a Master Teacher's Permit, or higher from the State of California.
- Minimum Associate in Art degree in Early Childhood education, Bachelor's degree preferred.
- 12 Month experience in a classroom.
- TB test required; flu shot recommended
- Legible handwriting and strong paperwork organizational skills
- **Bilingual** Spanish, Arabic or Cantonese/Mandarin a plus

GENERAL STAFF ROLES:

Along with all employees, the **Head Teacher** is expected to:

- Foster an environment that promotes trust and cooperation among leadership and staff
- Follow policies and procedures to ensure that the principles of St. Mary's Center are implemented
- Maintain confidentiality in accordance with federal, state, and local regulations and in accordance with professional codes of conduct
- Understand the mission, values, and principles of St. Mary's Center and apply them in work responsibilities

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be able to clearly communicate with others to understand them and to be understood.
- Must be able to read and compose documents so that their intent is easily understood.
- Must be able to effectively use a telephone to conduct business.

- Must be able to operate office equipment: computer, copy, scanner and fax machines
- Must be able to communicate over a telephone, and take notes.
- Must be able to attend in-person or web-based meetings, sitting, listening, and taking notes.
- Must be able to occasionally move about inside the classroom to access file cabinets, office machinery, etc
- Must be able to lift, transport, remove, or position classroom furniture and educational equipment weighing up to 50 lbs

St. Mary's Center is an Equal Employment Opportunity Employer

St. Mary's Center is an equal opportunity employer and is committed to an active Equal Employment Opportunity Program (EEO). It is the stated policy of St. Mary's Center that all employees and applicants shall receive equal consideration and treatment in employment without regard to race, color, religion, ancestry, national origin, age (over 40), sex, marital status, medical condition (cancer related) or physical handicap (includes all other medical condition).