Head Teacher's Job Description

The Head Teacher is part of the Professional Management Team with the Executive Director and is a member of the corporation in accordance with the Articles of Organization and the by-laws of the Lemberg Children’s Center, Inc. The Head Teacher is hired by the Board of Directors and reports to and is under the supervision of the Executive Director. The Head Teacher is responsible for the following:

1. Complying with and meeting the responsibilities for the implementation of the school mission for providing the highest quality developmentally appropriate school program for young children.

2. The Head Teacher must comply with the NAEYC Code of Ethics and Conduct and all standards for Lead Teachers & Mentor Teachers as found in the Program Standards for the Commonwealth of Massachusetts and other professional accreditation standards that (e.g. NAEYC Accreditation, CCDLA) under which the program operates. Additionally the Head Teacher will comply with all applicable provisions of the Personnel Policies [also called the Statement of Employment Policies and the Head Teacher’s Letter of Appointment.

3. The day-to-day implementation of ongoing school philosophy, policies and structure.

4. Planning, developing and implementing curriculum for the children. The curriculum shall include a plan of facilitating children’s physical development, cognitive skills, cultural education, social emotional development, reading readiness & language arts, socialization skills, mathematics & science & nature studies, music and other arts and crafts. The head teacher updates and maintains the curriculum scope and sequence.

5. Environmental planning including: design of school environment and periodic adjustment of the center as the children’s skills mature.

6. Maintaining an awareness of each child’s development and progress in conjunction with other head teachers, teaching fellow, parents and Executive Director. The Head Teacher is expected to adjust the program to the needs of the children thus providing a balanced program for older and younger children and supporting the inclusion of children with special educational needs.
7. Conferencing with parents three times during the school year and having additional conferences if the parents request them or if the head teacher, or executive director deems them so. It is expected that conferences will include information on the child’s adjustment to school, social skills, cognitive development, and maturation. The head teacher will establish ongoing contact with assigned families to remain informed of home situation and to communicate these developments to other head teachers and the executive director.

8. Offer workshops periodically to parents and guests in child development or school related issues.

9. Teacher Training. Head Teachers supervise the training of teaching fellows, teacher assistants (i.e. work-study, volunteers, etc.) with other members of the staff. The training will include:

   a. Regularly scheduled orientation and training seminars
   b. Individual meetings and individual attention
   c. On the job supervision and instruction
   d. Regular performance evaluations
   e. Details of supervision for Teaching Fellows can be found in the Teaching Fellow Job Description (provided in a separate document).

10. Attendance at weekly staff meetings to coordinate efforts, discuss children and school business (as arranged by the director). The staff is responsible for implementing staff decisions.

11. Participation in team teaching situations, i.e. younger and older, AM and PM. Planning time must be sufficient to ensure compliance with items 2-6, 8, and 11.

12. Awareness of the condition of the physical space, what repairs need to be made, and communication of this information to the Director. Heat Teachers are also responsible for keeping classroom supplies and teaching materials up-to-date, informing the director of large supplies and equipment that need to be ordered, and keeping the storeroom neat and current.

13. It is expected that Head Teachers will maintain a library in ECE and related fields. The teacher will maintain his or her professional status and keep informed of developments in ECE. The head teacher will participate in continued professional development.
PERSONNEL & EMPLOYMENT POLICIES  (Effective July 1, 2014)

This Statement of Employment Policies (Personnel Policies) will be voted on and ratified by the Board of Directors of the Lemberg Children’s Center, Inc. (hereinafter referred to as the Center or employer) on April 28, 2014, shall constitute, until modified or revoked, the terms and conditions of employment for all employees of the Center.

I. Notice of Non-Discrimination

Qualified applicants are considered for all positions without regard to race, color, religion, or creed, gender, ancestry, or national origin, or age, marital status, veteran status, or disability including the presence of a non-job-related medical condition or physical handicap. Qualified applicants are considered without regard to sexual orientation, which shall not include persons whose sexual orientation involves minor children as the sex object in the provision of or access to services, employment, membership and activities. This is in accordance with all applicable federal and state laws, including, but not limited to, Section 504 of the Rehabilitation Act of 1973, as amended; the Americans with Disabilities Act, as amended; the Civil Liberties Act of 1964, as amended; PL 94-142, The Individuals with Disabilities Education Act, as amended; Article 114 of the Massachusetts Constitution, Chapters 151B and 272, sections 92, 98, and 98A, of the Massachusetts General Laws and Executive Orders 227, 246 and 253.

Selection of a candidate is based on educational qualifications, job-related experience, prior work record, merit and other information required specifically for the position. (e.g., Massachusetts Department of Early Education and Care requires Certification and a Criminal Offender Record Investigation [CORI] for all caregivers and the Executive Director).

The Executive Director is designated to administer compliance with the law and regulations and serves as our Affirmative Action/Equal Opportunity Manager, and ADA Coordinator. In these capacities, he reports to President, Clerk or Secretary. A job applicant or employee who feels there is reason to file a charge of discrimination on the corporation or on an individual member of the corporation may use the form entitled "Charge of Alleged Discrimination", and present it to the Executive Director. The Executive Director is required to forward it to the Clerk/Secretary.

II. Statement of Purpose and Expectations for Employment

A. Purpose. It is essential to our operation that benefits encourage longevity and professionalism. These employment policies have been developed collectively by employees and the Board of Directors and are effective until amended and approved by the Board of Directors. The policies are customarily reviewed and subject to change with each contract. These employment policies are written to foster cooperation, provide democratic solutions to problems, offer clear lines of authority, outline behaviors expected for continued employment, provide benefits of employment and procedures for evaluations and filing grievances.

B. Employment Expectations. Each employee will be given an orientation to their job by a supervisor selected by the Executive Director. The employee is expected to read and know the

The Lemberg Children’s Center is a not-for-profit approved by the IRS as a 501 c 3 charitable educational institution. Our Federal and State TAX ID 04-2475405 is necessary when listing a donation on tax returns. Our program is licensed by the Massachusetts Department of Early Education and Care and accredited by the National Association for the Education of Young Children, National Academy of Early Childhood Programs. We receive partial funding from the Commonwealth of Massachusetts and Brandeis University.