

(6) Head Teacher positions

Agency Overview

Founded in 1889, Felton Institute | Family Service Agency of San Francisco is the oldest nonsectarian, nonprofit charitable social-services provider in the City and County of San Francisco. For over 126 years, Felton Institute, has been at the forefront of social service innovation, pioneering new approaches to meet the emerging needs of underserved populations. Our mission is to respond to human needs with cutting-edge social services and treatment that combine evidence-based practices with cultural sensitivity and a deep respect for our clients. Today, we provide social and mental health services to over 13,000 people in need—from infants to the elderly—with over 30 different programs in 11 major languages. Our child-centered programs are committed to inclusive, positive learning environments that build on children’s positive self-esteem and self-image.

Brief Job Description

Manages and supervises all operations of an assigned infant/toddler/preschool classroom according to established procedures, including 15 – 24 children. Responsible for supervising 2 -4 regular staff, substitutes and 1 foster grandparent volunteer.

Program Specific Responsibilities

- Work closely with other teaching staff in developing and implementing a high quality classroom and child development program ensuring that classroom activities are in keeping with the program's curriculum and philosophy (Creative Curriculum, CSEFEL, PITC Principles and Developmentally Appropriate Practices) and reflect and respect the individual development and diversity of the program's children, families and staff.
- Provide individualized and small group instruction in order to adapt the curriculum to the needs and interest of each child.
- Supervise children under his/her care at all times to insure their safety. Keep all children within vision in order to be accountable for safety. Follows protocols and procedures at all times on a consistent basis.
- Provides educational and therapeutic activities for children across the general areas of gross and fine motor, imitation, social responsiveness, exploration, self-help, competence, language, emotional and perceptual – cognitive development using weekly activity plans or individual program plans (for infants and disabled children).
- Plan, supervise, and evaluate the performance of classroom staff, including substitutes, volunteers on an ongoing basis.
- Work cooperatively with parents, staff and third party consultants to meet the individual needs of children and their families.
- Timely completion of requirements and paperwork, including but not limited to curriculum development; screenings, assessments and referrals; goals and progress notes; children's files; database and tracking reports; home visits and parent meetings and conferences; in-kind documentation; time sheets and equipment and supply inventories.
- Lead the staff in creating a warm, nurturing, and respectful atmosphere for the children to be encouraged to learn and grow.
- Create, support and promote a team environment by encouraging and facilitating problem solving; participating in site meetings and case conferencing, accepting supervision and working closely with the Program Supervisor, Program Director and other staff.
- Contribute to ongoing development and evaluation of center's goals and objectives
- Participates in annual California Department of Education Exemplary Program Standards, ITERS/ ECERS, works with classroom staff to set goals and implement methods for improving classroom functioning.

Minimum Qualifications:

- BA degree in Child Development, Early Childhood Education or related field of study **required**, including core courses (child/human growth and development; child/family/community and curriculum) and at least 3 units in administration, 2 units in adult supervision.
- A minimum of 175 days of 3+hours/day work experience within last 4 years and at least 2 years supervising adults
- Must hold or be eligible for State of California Commission on Teacher Credentialing **Teacher or Master Teacher Permit or above**
- Must be willing to continue educational growth to obtain minimum qualifications of a Child Development Teacher's Permit and to continue educational growth towards a Bachelors Degree.
- Upon hire, must be able to pass a physical exam and TB screening, to meet Title 22 regulations as required
- Upon hire, must pass a Department of Justice fingerprint clearance and a Child Abuse Index clearance as required by licensing
- Current certificates for Pediatric First Aid and CPR, including a total of 15 hours of preventative health and safety training, or completion of this training within 90 work days of hire.
- Must be able to lift 25-40 lbs. (may include lifting children or equipment)
- Must be able to bend, stoop, sit on the floor, lower and raise self from floor during classroom activities and to use both hands to grasp securely on a consistent basis
- Must be able to move quickly in an emergency situation
- Knowledge and experience in working with children with special needs
- Knowledge of low-income and homeless issues for children and families preferred
- Knowledge of and sensitivity to the cultural background of the children and families being served
- Ability to relate to children and adults in a positive, respectful manner
- Ability to supervise/work with a staff of varying educational and experiential backgrounds with sensitive leadership, maturity, and stability
- Ability to independently understand, speak, read and write English adequate to communicate effectively with children, parents and staff
- Strong leadership and supervisory experience.
- Strong written and oral communication skills.
- Ability to be a team player with a welcoming attitude
- Candidates of color and/or who are bilingual in Spanish/English, Cantonese/English, encouraged to apply

Additional Information:

Division: Children, Youth and Family

Position Level: 1

Position: 100%

Salary DOE \$19.50-\$24.50 + 21 paid vacation, 15 sick days and 3 Personal Business Days and 12 Holidays.

Reports to: Program Supervisor

SEND RESUMES AND COVER LETTER TO BOTH :

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Resumes sent without a proper cover letter and/or not meeting MINIMUM qualifications will not be considered.