

**FACULTY STUDENT ASSOCIATION OF  
TOMPKINS CORTLAND COMMUNITY COLLEGE  
Full-Time**

**Position Title:**

Head Teacher

**Grade:**

8

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**Organizational Unit:**

Child Care Center

**Reports To:**

Director of the  
Child Care Center

**Approved By:**

FSA Board of Directors  
November 11, 2021

**SUMMARY**

Responsible for planning, supervising, and implementing the program for the class in accordance with policies and philosophy of the FSA Child Care Center and New York State Office of Child and Family Services (NYS OCFS). Head teachers will exercise immediate supervision over the work of the assistant teachers, teacher aides, work-study students and student interns while serving as the team leader for the classroom. Does related work as required.

**NATURE AND SCOPE**

- Develops, implements and supervises curriculum for the Child Care Center.
- Assists the Director in ensuring adherence to regulations governing program design.
- Assists the Director and staff in developing, building and maintaining parent/school relationships.
- Conducts parent conferences on child's school adjustment and classroom behavior.
- Assists in evaluating children and program; keeps required records.
- Attends appropriate meetings, workshops and training sessions.
- Assists in maintaining fire, health, and safety standards.
- Responsible for addressing the individual needs of the children.
- Responsible for helping each child to become aware of their role as an integral part of the group.
- Responsible for the ordered arrangement, appearance, decor, and learning environment of the classroom.
- Contributes to the child care newsletters.
- Assists in the supervision and training of assistant teachers, teacher aides, work-study students and student interns.
- Reports and concerns for child abuse or neglect to the Director.
- Maintains confidentiality at all times.
- Performs all work in accordance with governmental laws, state mandates, Center policies and NYS OCFS licensing regulations.
- Other duties as assigned.

**MINIMUM QUALIFICATIONS**

Graduation from a regionally accredited or New York State registered two-year college or university with an Associate's degree in early childhood education, child development or a child-related field and one year of teaching experience. Experience supervising staff. Current certification in First Aid and CPR required. If a candidate does not possess certification at the time of employment, the incumbent must obtain this certification within three months of the date of appointment. The incumbent must maintain valid certification for the duration of employment.

**ADDITIONAL REQUIREMENTS**

NYS OCFS background check and physical are required at the time of appointment.