

## **Master Teacher I (Supervisor)**

**Definition:** Assumes responsibility for general supervision, development and education of children. Supervises one classroom and up to five staff.

**Reports to:** Center Director

**Position Supervises:** Teacher, Associate Teacher, Teacher Assistant, Teacher Aide, Substitute, and Classroom Volunteer.

**Essential Functions:** Performed under the direction of the Center Director:

### **A. Assumes all duties of the Teachers, Associate Teachers, Teacher Assistants, and Teacher Aides.**

#### **B. Administrative**

1. Plans, supervises and implements the program in accordance with the policies and philosophy of Kidango.
2. Completes and maintains the following reports and documents including but not limited to: restraining orders, suspected child abuse reports, unusual incident reports, injury/death reports, staff accident reports.
3. Reviews scheduling of all staff. Schedules and regulates staff working hours according to child/teacher ratio and site needs.
4. Reviews performance of staff, substitutes, student teachers and volunteers as needed.
5. Responsible for meeting all licensing regulations, agency policies and agency procedures.
6. Updates records on site including but not limited to (enrollment, attendance, meal counts, daily logs, curriculum, child observations, and parent participation) as needed.
7. Keeps records of all classroom documentation for 1.5 years, then returns to Administration.
8. Assists Center Director in the following areas: enrollment, supervision of staff, conducting PAC meetings, conducting site meetings, attending agency meetings, and other areas as assigned.
9. Maintains confidentiality of children, families and employees.

#### **C. Health and Safety**

1. Assists in submitting maintenance work orders in a timely fashion.
2. Assists with Quarterly health and safety checklist.
3. Provides a pleasant, safe, and clean learning environment for children.
4. Keeps inventory, order and purchase site supplies as needed.

#### **D. Direct Service**

1. Provides developmentally appropriate curriculum and activities for children.
2. Using a team approach implements the individual goals and objectives that are set for each child through their IFSP, IEP, or developmental assessment.
3. Meets the individual needs and interests of children in relation to their cultural, social and economic background.
4. Greets children, parents, staff and guests as needed.
5. Provides quality services to children and their families in accordance with NAEYC standards.

#### **E. Agency Promotion**

1. Works as a member of the agency team by promoting the mission and philosophy of the organization.
2. Participates in activities that furthers own professional growth.
3. Provides accurate information. Gives tours of sites and classrooms as needed.
4. Maintains and encourages professional, positive, constructive communication with staff and families.
5. Assists other centers when requested.

6. All other duties as assigned by Center Director, Regional Director, Deputy Director or Executive Director.

**Qualifications:**

Master Teacher permit required, site supervisor permit preferred.

Attain 15 hours of Hold a current and valid Pediatric First Aide/CPR, Health and Safety (EMSA) certification within 3 months of employment and maintain the certificates current by the standards of the issuing organization during the course of employment with Kidango.

Must be 18 years or older.

Two years experience working with children and including 3 units of infant care if working in an infant program.

1 year of supervisor experience preferred.

Ability to provide leadership and accept responsibility.

*Able to lift 30 pounds chest high.*

Bilingual a plus.

Complete CCL Component 1&3, within 3 months of employment.

**Other Requirements:**

Pass health and TB screening and Department of Justice fingerprint clearance.

Equal Opportunity Employer/Drug Free Workplace