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**POSITION PURPOSE**
The function of the Head Teacher is to provide a warm, caring educational environment in which young children and their families will thrive in an atmosphere of mutual respect. In our Reggio Emilia inspired program, the Preschool Head Teacher will conduct child observations, support the learning and interests of children, create documentation of children’s work and develop age-appropriate emergent curriculum. The Head Teacher will build strong relationships with the children in his/her classroom and their parents. The Head Teacher will supervise and coach SJSU student assistants who work in the classroom. This position requires great energy, self-motivation, and enthusiasm; the ability to lead, innovate, communicate and cooperate with others.

**ASSOCIATED STUDENTS**
Associated Students (A.S.) represents the students of San José State University and speaks on their behalf for various policy making, academic and event planning decisions. Associated Students, SJSU is an independent non-profit corporation serving as an auxiliary and student government for San Jose State University.

**MINIMUM REQUIREMENTS:**
B.A. or B.S. in Early Childhood Education, Child Development or related field, and hold or is eligible for a valid Child Development Master Teacher or Site Supervisor Permit with a minimum of two years teaching experience in a preschool setting. The ability to establish and maintain harmonious relationships with staff and college students is also essential. Working knowledge of the Reggio Emilia approach is preferred. Familiarity with the Desired Results Developmental Profile is preferred. Adult and child CPR/First Aid current certification required.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

**Teaching Responsibilities**
- Build positive, respectful relationships with the children.
- Develop flexible curriculum plans for indoor and outdoor activities which meet the individual needs of each child based on observation, Reggio Emilia principles, DRDP goals, and NAEYC best practices.
- Be available to communicate with parents daily.
- Complete the DRDP for each child in the class twice yearly, utilizing observations and individual portfolios of child progress.
- Listen to children intently, respond, ask open-ended questions, and maintain a receptive attitude in communication.
- Maintain accurate attendance records, keeping an accurate count of the number of children present at all times.
- Supervise and train student assistant teachers.
- Supervise student interns, student volunteers and parent volunteers.
- Use positive, supportive guidance and discipline methods at all times.
- Work collaboratively with the members of the Preschool and Leadership teams to create a high quality program.

**Professional Responsibilities**
- Keep abreast of new issues and research in the field of early childhood and apply what is learned.
- Complete at least 21 hours of professional development outside work time each year.
- Work in an independent manner, without undue supervision.
- Seek advice from the Program Coordinator, Assistant Director, and Director when problems arise with child or parents and collaboratively for the best outcome.
- Attend weekly staff meetings with teaching staff, Program Coordinator, and Director.
- Work closely with Director and Program Coordinator in designing curriculum that supports the Reggio Emilia Approach and NAEYC guidelines.

**KNOWLEDGE, SKILLS, ABILITIES AND OUTCOMES:**
- Ability to implement current developmentally appropriate practice in early childhood education.
- Knowledge of NAEYC best practices, licensing requirements, child abuse reporting, universal precautions, child observation and assessment and unique learning styles.
- Working knowledge of the Reggio Emilia Approach.
- Knowledge of the unique needs of low income families.
- Maintain professionalism at all times while providing positive customer service to students, faculty and staff.
- Able to observe, see, hear and respond to children’s needs.
- Able to lift 40 pounds from floor to a waist high table 10-15 times daily.
- Able to reach a child 20-30 feet away within 30 seconds without danger to the staff person’s health.
- Able to crouch to child’s height, maintain eye contact at child’s level.
- Able to determine cognitive, social, and physical needs of children.
- Able to handle the stress and tension that contact with many children and parents bring every day.
- Able to perform movements which include grasping, touching, pushing and pulling, manual dexterity and eye-hand coordination.

**GUIDELINES**
This position is non-exempt from the provisions of Section 1 of the California Industrial Welfare Commission Orders.

This position has been identified as a mandated reporter required to report the observed or suspected abuse or neglect of children, dependent adults, or elders to designated law enforcement or social service agencies. We reserve the right to make employment contingent upon completion of signed statements acknowledging the responsibilities of a mandated reporter.

This position may be exposed to sensitive or personal information and is required to comply with the requirements set forth by the Integrated CSU Administrative Manual 8000 series and Associated Students Information Security Standards as a condition of employment.

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position within Associated Students. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current Associated Students employees who apply for the position.

Associated Students is an equal opportunity employer and will consider all qualified applicants without any regard to race, color, national origin, ancestry, religion, creed, age, disability, medical condition, sex, sexual orientation, gender identity, genetic information, marital status, military and veteran status or any other basis protected by federal, state, or local laws. If you are an individual with a disability and require a reasonable accommodation to complete any part of the application process and/or need an alternative method of applying, please email as-hr@sjsu.edu. Associated Students hires only individuals lawfully authorized to work in the United States (Public Law 99-603).

**APPLICATIONS**
Applicants must submit a complete application through the Associated Students applicant tracking system, ADP. Only complete applications will be considered.

**DEADLINE**
Application Review begins **July 5th, 2017**

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