

Position-Head Teacher

Job Summary

To plan quality instruction and supervision of children aged 1 to 4.5 designed to promote social, emotional, motor skill, problem solving, intellectual and language development. To learn and collaborate with the entire faculty to implement the Reggio-Emilia approach to early childhood education. To continue to pursue professional development opportunities in school, through personal inquiry and research, and outside of school at workshops, conferences, or courses.

Responsibilities & Duties

- Provide and maintain a safe, secure and healthful environment for children by demonstrating a caring, loving and patient attitude toward children.
- Develop and implement an emergent curriculum where instruction and activities are based on extending student interests and skills.
- Demonstrate teaching practices that are in keeping with the Reggio Emilia approach: allowing for and encouraging student independence, spontaneity, and curiosity and asking more questions than answering.
- Ensure the classroom and common areas are prepared and organized to facilitate learning experiences.
- Manage the classroom so that all students are engaged in meaningful activity while working as a whole class, in small groups, or as individuals.
- Establish a classroom routine that includes teaching such habits as caring for personal and school materials, going to the bathroom, eating snack and lunch, and transitioning from one activity to another.
- Be proficient in language skills (English) in order to: serve as model for language development, communicate effectively with parents, provide formal written documentation of student progress.
- Gather and display extensive evidence documenting children's progress (e.g. anecdotal notes, portfolios, pictures).
- Use documentation and the Kuwait Reggio Center's leveled standards to monitor student ability and to ensure student is making progress.
- Maintain confidential files and keep student and parent information confidential.
- Attend, participate, and lead regular staff meetings and professional development sessions within and, occasionally, outside of school hours.
- Contribute to a positive and professional school environment.

Role in Team

- Supervised and evaluated by curriculum coordinator.
- Supervision and evaluation overseen by school director.
- Supervise and evaluate assistant teacher.

Schedule and Hours

See attached school calendar for days to report.

Time in: 7:45am

Time out: 2:15pm