

# Portland Rescue Mission *Children's Center Head Teacher*



## Job Description

**Department:** Children's Center

**Work Location:** Shepherd's Door

**Reports to:** Children's Center Director

### Employment Status

Full Time

Part Time

On Call

Regular

Temporary

Non-exempt

Exempt

**Effective Date:** 04/12/10

**Typical Hours Required:** [DAYS/HOURS]

### General Description of Work:

Responsible for providing educational oversight and supervision of children during scheduled program hours.

### Essential Functions:

#### Curriculum planning and review

Collect written, weekly observations on individual children for curriculum planning and for the child's portfolio, responsible for planning classroom curriculum and for the Children's Center ministry planning with the Children's Program Director and other head teachers, participate in the quarterly reviews of the child's portfolio.

#### Classroom management

Responsible for the training, supervision, and scheduling of Classroom Aides, parent helpers, and volunteers assigned to the classroom.

#### Additional duties include

Facilitate parent education topics among women as needed. Engage in Grace-based conflict resolution with recovery program residents and lead them to self evaluation, as appropriate, participate in all training deemed necessary by the Children's Ministry Director, participate in outings with the women and children as necessary, and attend all meetings as required.

### Knowledge, Skills, and Abilities

- Must be at least 18 years of age
- See Table 1, below, for specific qualifications
- Knowledge of homeless issues and community help agencies
- Knowledge of recovery issues

- Ability to multi-task
- Prompt and thorough in job performance
- Creative and logical problem solving
- Demonstrated ability to be a team player
- Full understanding and agreement with Shepherd’s Door program and a willingness to model the program in word and action, including a willingness to participate in the self-evaluation component.

**Qualifications for Head Teacher  
Table 1**

<b>Option</b>	<b>Infant &amp; Toddler</b>	<b>Preschool</b>	<b>School Age</b>
Bachelor’s Degree from college or university with a major in :	Early childhood education, or child development	Early childhood education, child development, elementary education or special education	Child development, elementary education, physical education, recreation, special education, or early childhood education
OR AA/AS degree from a college with a major in:	Early childhood education, or child development	Early childhood education, child development, or related degree	Child development, physical education, recreation, early childhood education, or related degree
OR A one year state or nationally recognized credential in:	Related to infant and toddler care	Related to preschool care	Related to school age care
OR Completion of 20 credits (semester system) or 30 credits (quarter system) of training at a college or university in: AND	Early childhood education, or child development	Early childhood education, child development, elementary education or special education	Child development, elementary education, physical education, recreation, special education, or early childhood education
At least one year of qualifying teaching experience in a certified child care center or comparable group care program, in the care of:	Infant and/or toddlers	Preschool age children	School age children
OR At least two years of qualifying teaching experience, with at least one year as a teacher, in a certified child care center or comparable group care program, in the care of:	Infant and/or toddlers	Preschool age children	School age children
OR Documentation of attaining at least level three in the Professional Development Registry.			

**Personal Attributes & Values**

- A personal relationship with Jesus Christ as Savior and a testimony of continued growth in faith
- Spiritual maturity as defined by traditional Biblical Standards
- Adheres to Portland Rescue Mission's Statement of Faith and Code of Ethics
- Desire to serve God in the ministry to hurting men, women and children
- A pleasant, gentle, grace filled manner toward others
- Possess and demonstrates excellent integrity
- Composed and professional
- Strong team player and self starter
- Ability to effectively handle multiple tasks as assigned
- Ability to lift at least 50 lbs. unassisted

**Equipment Used:**

- Telephone, fax and voice mail
- Computer
- Copier and related office equipment

**Other Duties as Assigned:**

In this and any position with Portland Rescue Mission, it is impossible to predict the many requests and assignments that can and will be made on an employee. Flexibility and a cooperate spirit are crucial characteristics of the person who holds this important position and for the successful operation of Portland Rescue Mission services.

**Mission Statement:**

We share the Word of God and demonstrate the love of Christ to transform the lives of homeless and addicted people.