



Police Athletic League of Wilmington

Job Title:	Head Teacher	Job Category:	Early Childcare
Department/Group:	Early Learning Center	Job Code/ Req#:	Job Code/ Req#
Location:	PAL of Wilmington		
Level/Salary Range:	Open	Position Type:	Full Time
HR Contact:		Date Posted:	N/A
Will Train Applicant(s):	Yes	Posting Expires:	N/A

External Posting URL:	www.palw.org
Internal Posting URL:	www.palw.org

Job Description

Summary of Position:

Our child care facility is looking for a caring, compassionate Child Care Worker who has experience caring for children ages six weeks to five years. We are committed to providing top quality care and education for students who are enrolled in our program. Our goal is to enhance the lives of every child that attends our facility. If you are a patient, caring professional with a background in child care.

A lead teacher is responsible for the academic, social-emotional growth and development of children in their care who are usually toddler and preschool aged children.

Roles and Duties:

- Implement activities in accordance with curriculum objectives, developmentally appropriate practice and program philosophy.
- Ensure basic needs of children are met.
- Follow daily schedules.
- Complete weekly, theme related lesson plans.
- Complete Daily/ Weekly Report Form for parents.
- Maintain positive communication with parents.
- Maintain Positive Behavior Management.
- Maintain child observations.
- Maintain confidentiality.
- Engage and interact with children.
- Report any suspect abuse to the Director.
- Report any problems to the Director.
- Arrange a classroom environment in accordance with program` goals and philosophy.
- Maintain a clean, safe and healthy environment.
- Assist all children with personal hygiene including hand washing, diapering and toileting.
- Attend in- service and staff meetings.



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- Keep all appropriate records such as tracking sheets, meal sheets and attendance daily.
- Meet all applicable licensing regulations.
- Supervise the children in their social and development activities.
- Assist children in eating.
- Supervise the children in playground
- Organize the classroom and the playground.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Position Type and Expected Hours of Work:

This is a Full-time position, and general hours of work and days are Monday through Friday, 7:00 am to 6:00 pm.

Qualifications and Education Requirements:

- High School Diploma
- 2 Years' child care experience
- Tech 1 and Tech 2
- Caring and compassionate attitude a must
- Child Care worker skills

Preferred Skills:

- Social and Communication skills
- Good time management skills
- Computer literacy
- Professional attitude
- Proficient in excel and Microsoft software.
- Lesson planning, creativity and development activities.

Conditions of hire:

- A satisfactory criminal background and reference check and a valid driver's license.
- Must be eligible to work in the U.S. without sponsorship.

Equipment Use:

Telephone, copier/ scanner, computer/laptop (Microsoft Office Applications), fax machine, and gym equipment.

Evaluation of Performance:

Performance in this position will be evaluated in accordance with the current job description and evaluation process.

Equal opportunity employer



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The Police Athletic League of Wilmington is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, national origin, disability, gender identity, sexual orientation, marital status, age, veteran or any other status protected under local, state or federal laws.

Reviewed By:	Christopher Purnell	Date:	12/6/2022
Approved By:	Christopher Purnell	Date:	12/6/2022
Last Updated By:	Christopher Purnell	Date/Time:	12/6/2022

Acknowledgement & Signatures

This job description has been approved by PALW Administration.

Early Learning Director Signature _____

Date: _____

Executive Director (Signature) _____

Date: _____

Employee signature below constitutes the employee's understanding of the requirements, essential functions and duties of the position.

Employee Name (Please Print) _____

Employee Signature: _____

Date: _____

CC: Personnel File