



Job Title:	Head Teacher	Job Category:	Education
Department/Group:	After School Program	Job Code/ Req#:	Part-Time (25-30 hrs)
Location:	The Hub - 19 S. 49 th Ave, 74127	Pay Range:	\$24-\$27/hr.
Reports to:	Program Manager	Tentative Hours:	M-F, 1-6pm

Mission of *The Common Good*:

The Common Good is a non-profit organization in Northwest Tulsa seeking to partner with families in the community to programming based in education, sports & arts, senior programming and health equity services.

Job Description

The Common Good After School Program is rooted in joyful, relationship-centered learning. We believe children learn best in environments that are predictable, play-based, culturally responsible, and grounded in strong family partnership.

The Head Teacher for the After School Program supports K-5th grade classroom learning environment and delivers high-quality, developmentally appropriate instruction aligned to Oklahoma standards and the program curriculum. This role leads daily classroom routines, intentionally embeds literacy into daily experiences, supports children in building independence and self-regulation skills, mentors the Assistant Teachers, collaborates with departmental and program staff, partners with families, and ensures compliance with DHS licensing and documentation requirements.

This role is ideal for an educator who enjoys hands-on classroom engagement, values whole-child development, thrives in collaborative environments, and is committed to creating a calm, well-regulated, and inclusive learning community.

ROLE AND RESPONSIBILITIES

- Plan and lead daily lesson plans
- Own daily lesson planning and materials preparation aligned to curriculum and developmental goals
- Establish predictable, trauma-informed routines and positive guidance strategies.
- Differentiate instruction based on child data and developmental needs.
- Provide targeted support and scaffolding for individual learners.
- Communicate professionally with families during arrival and dismissal.
- Maintain effective working relationships with youth, staff, families and volunteers
- Mentor and direct Assistant Teachers
- Assist with registration, attendance tracking
- Ensure proper use and care of program equipment and facilities
- Maintain Oklahoma DHS compliance including ratios, sanitation, supervision, incident reporting, and safety procedures
- Ensure accurate, audit-ready documentation, including daily attendance
- Communicate regularly with supervisor regarding youth engagement, staff support, and program feedback
- Align expectations laid out in The Common Good Employee Handbook

REQUIRED QUALIFICATIONS

- CDA, COM, or Bachelor's Degree in Early Childhood or Primary Education or related field.
- 2+ years experience working with children K-5th grades in a classroom, camp, childcare or after-school setting
- CPR and First Aid Certification preferred.
- Ability to pass a background check
- Strong interpersonal and communication skills
- Skilled in managing multiple tasks and priorities in a fast-paced environment
- Commitment to creating a welcoming, safe and inclusive environment
- Ability to work weekdays 1-6pm and special events as needed, which includes some evenings
- Capable of lifting and carrying up to 50lbs. as needed

RECOMMENDED QUALIFICATIONS

- Comfort with play-based, trauma-informed, or community-based early learning environments.

- Bilingual (English/Spanish) a plus.
- COM (Certificate of Mastery) a plus.

ADDITIONAL NOTES

This role includes a 90-day probationary period, during which performance, reliability, and program fit will be evaluated. At the conclusion of the probationary period, the role may be reevaluated.

This job description is intended to provide a general overview of the responsibilities and qualifications for the After School Program Head Teacher position. Your responsibilities may extend beyond these duties and are not limited to them; supervisors may assign other tasks or responsibilities as deemed necessary.

The Program Manager will establish your schedule.

To apply, [click on this link](#) and upload your resume as directed.