
Job Title	Preschool Lead Teacher
PVN ID	KB-2407-006338
Category	Instruction and Social Service
Location	KINGSBOROUGH C. C.
Department	Office of Student Affairs
Status	Full Time
Annual Salary	\$40,000.00 - \$42,000.00
Hour(s) a Week	35
Closing Date	Sep 15, 2024 (Or Until Filled)

General Description

Under the general supervision of the Director, the Young Preschool Lead Teacher of the Child Development Center is responsible for supervising the children and implementing curriculum. The Infant/Toddler Lead Teacher must demonstrate the ability to act responsibly and independently, be aware of safety concerns and protect children accordingly. This individual must have a warm and friendly personality, be sensitive to the feelings and needs of others, be able to relate well to children and adults, and be willing to carry out their responsibilities in accordance with the school's educational philosophy and mission. This position is also responsible for coordinating and leading the efforts of a team unit. In addition to being responsible for the general supervision and management of a classroom, the position requires supervision of other teachers and the ability to act in place of the Co-Lead Teacher in their absence.

Essential Duties

- Is responsible for an assigned classroom for which they implement programs and activities appropriate for children between ages eighteen months to twenty-four months; evaluates the developmental growth of the children and organize programs which meet their individual needs; supervises the daily routine of the children's activities, creating environments where children can function and learn on their own and at their own rate of development.
- Is responsible for each child's class assignment and for the personal operation and supervision of the classroom.
- Meets with the Director on a regular basis to discuss daily operations and to review proposed recommendations for change.
- Maintaining NYC Department of Health child care Standards and Requirements.
- Supervises the feeding of infants and toddlers, requiring the knowledge of basic foods and the skills required in order to prepare appropriate and nutritional foods.
- Conducts weekly staff meetings with classroom assistants and develops weekly lesson plans.
- Provides on-the-job training to student assistants to work as teacher aides.
- Provides supervision of practicum students to aid in the development of their skills and abilities, and in the performance of their assignments; evaluates their performance and records findings.
- Maintains developmental records on children for assessing their growth and for use in conducting parent conferences.
- Conduct parent conferences for children in their classroom on an annual basis or more frequently if there is a need.
- Design a classroom program which respects each child's cultural and ethnic background and supports diversity in a non-biased manner.
- Know proper emergency protocol and be able to act accordingly in the absence of the Director.

- Attend all staff meetings, in-service and parent meetings.

Other Duties

- Performs other related duties as assigned.

Qualifications

Education: Must have degree from a four-year college/university with major in Child Development, Early Childhood Education or other related fields.

Experience: One year experience working with parents and teachers in a licensed agency with a preschool environment.

Special Requirements: Must be able to pass a pre-employment T.B. test and physical examination. First Aid and CPR certification are required at time of employment.

Physical Requirements: Must be able to lift a child who weighs up to 40 pounds.

Must be able to hear a child calling for help. Must be able to see a child on the playground.

Knowledge/Abilities: Ability to motivate others and inspire their confidence and cooperation.

Ability to easily establish rapport with and respect for children and their parents.

Ability to create a feeling of confidence and self esteem in children and their families.