JOB DESCRIPTION

POSITION TITLE: LEAD TEACHER

DEPARTMENT: EARLY CHILDHOOD

LOCATION(S): MANHATTAN

REPORTS TO: SITE DIRECTOR

SALARY RANGE: $45,600.00 – $68,600.00

DATE: April 1, 2022

SCHEDULE: Monday-Friday, 8 am-4 pm, or 9 am-5 pm. Schedule may vary due to program needs.

JOB SUMMARY:

This position serves as a teacher for a preschool classroom with a direct focus on children 2, 3 to 4 years of age. The teacher will work collaboratively with one other teacher to ensure the successful operation of a classroom with a total of 8-15-20 children. The teacher also works with a team of other teachers and family members to implement the curriculum to achieve outcomes for children of all abilities.

EDUCATION, EXPERIENCE AND REQUIREMENTS:

The teacher will ultimately be evaluated on a combination of skills, dispositions, and behaviors, some of which are related to the specific service area of this position and others that represent general expectations of all our program employees. The teacher will demonstrate competency to perform functions that include:

1. **Child Growth & Development**: Uses knowledge of the principles of child growth and development to work with children, collaborate with related service areas, and communicate with internal and external stakeholders.

2. **Planning**: Develop an individual plan for each child including goal setting based on identified needs and prescriptions for objectives and activities to meet established child outcomes.

3. **Program Implementation**: Implement daily lesson plans in response to children’s needs and interests incorporating observations, anecdotal record keeping, knowledge of early childhood development and the key experiences.

4. **Family Partnerships**: Establish positive and productive relationships with families focusing on a relationship of trust and rapport.

5. **Communication and Service Coordination**: Share pertinent information with Family Advocate ensuring coordinated services to meet the needs of individual children and families. Participate in case conferences as appropriate.

6. **Record Keeping and Reporting**: Gather and maintain individual, family and classroom data for documentation, on-going assessment, evaluation, and recording keeping for successful individual and program planning.

7. **On-going Monitoring and Self-assessment**: Analyze child outcomes on classroom basis twice yearly, consult with education coordinator and adjust curriculum planning and implementation as needed.
ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Follow applicable state regulations and agency policies regarding the prevention and reporting of child maltreatment.
- Participate in coaching opportunities and professional development training.
- Participate in annual performance evaluation to set short and long term professional goals.
- Participate in professional development, staff meetings, and reflective supervision sessions.
- Practice positive teacher-child relationships including but not limited to working and speaking with children face-to-face at their level.
- Special projects and duties, as assigned and as required from time-to-time.

EQUAL OPPORTUNITY EMPLOYER (EOE)

- Basic computer literacy in email, word processing and internet navigation...
- Successfully clear Comprehensive Background Clearance through Department of Health and Mental Hygiene-Identogo Fingerprint Screening/DOE fingerprints, NYS Central Registry, Sex Offender Registry clearance, SEL check, three (3) reference checks, physical examination with updated TB test, varicella, tdap, MMR (fees may apply).
- Obtain Mandated Reporter training certificate (every two (2) years) and other Department of Health and Mental Hygiene and Head Start Performance Standard training requirements.
- If hired, Grand Street requires all potential employees to provide proof of full COVID-19 vaccination and booster.

HOW TO APPLY:
Please submit a resume and thoughtful cover letter, outlining how your skills and experience meet the qualifications of the position you are applying for. If selected, we ask that you also provide us with three (3) professional references that we can contact (at least one (1) professional reference should be from a former supervisor). Please click on the link provided below, or use the link in a search bar and apply online through our career center.


No phone calls, please.

Please be advised that job offers can only be made once your clearances come through!