Career Development Center
New York Early Childhood Professional Development Institute

Lead Teacher For 4Year Old Prek For All Class

Cathedral Parkway Towers PreSchool

New York, NY

Teacher

Posted on August 6, 2018

Job Description

Under the supervision of the educational director, the lead teacher shall be responsible for working within the framework of the sponsoring agency of the preschool and carrying out its functions, policies, and procedures; observing the schedules in the center and adhering to its established personnel policies and practices. Supervising a given group of children by planning and executing a program to provide preschool for children which takes into account the education, social, developmental and health needs of the group,as well as the individual child.To conduct parent teacher conferences, plan parent engagement activities and attend and assist in planning, respecting the confidential nature of all information about parents and children.

Conducting regular conferences, assuming responsibility for planning and conducting regular group conferences with classroom associates

Participating in DOE Professional development, assessment of children and portfolio keeping and record writing as required and necessary for the effective administration of the program

Responsibilities

To take responsibility for keeping materials and equipment accessible and in good condition to encourage maximum constructive use by the children, removing or reporting any damaged or hazardous equipment, planning and supervising an appropriate arrangement of classroom furniture planning for shared space.

Qualifications

Lead teachers must have one of the following:

Teaching license or certificate valid for service in the early childhood grades(Birth-Grade 2)

Teaching license or certificate for Students with Disabilities(Birth-Grade 2)

Teachers first hired in any city-funded pre-K class on or after March 31st 2014 must become certified within 3 years of their start date as a Pre K Lead teacher

Application Instructions

Applicants should send resumes to sandrahuntsmith@yahoo.com. The position is available at the Cathedral Parkway Towers Pre-School, on the upper west side of Manhattan

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