

Part Time Head Teacher

Hamilton-Madison House

New York, NY

Teacher

Posted on October 13, 2021

Job Description

We are seeking a warm, responsible, dedicated teacher, sensitive to the needs of young children and their families and able to work well with others. The HT sets the tone for the class, creating and implementing a developmentally-appropriate curriculum that meets the needs and interests of a given group of children. The HT also ensures that all paperwork is completed in a thorough and timely manner and that all health and safety regulations are observed. This position reports to the Education Director.

Responsibilities

Responsibilities:

Work within the framework of the sponsoring agency of the child care center and carry out its functions, policies, and procedures

INTERACTION BETWEEN FACULTY AND CHILDREN

- Interact frequently, affectionately and respectfully with all children every day
 - This includes: smiling and comforting children
 - When in close proximity to children, speaking in a calm, friendly, soft and courteous manner.
- Be available and responsive to children's needs, questions and requests
- Encourage and model social behavior and expectations that are developmentally appropriate
- Intervene in play in order to maintain safety
- Communicate directly with each child at the child's level

PHYSICAL ENVIRONMENT, HEALTH, SAFETY, AND NUTRITION

- Supervises given group of children at all times
- Maintain accurate attendance records
- Complete appropriate paperwork (accident reports, allergy lists, etc.).
- Maintain a clean and safe environment for children at all times. Encourages respect for classroom materials and notifies supervisor in advance when supplies are needed
- Arrange the space in clearly defined, well-organized centers to promote optimal program functioning
- Organize a variety of materials and equipment as to encourage maximum constructive use
- Understands the responsibilities as a mandated reporter

PHYSICAL DEMANDS: Work is primarily performed in the center environment which is a dynamic place with a high level of physical activity.

- Must be able to
 - stand for a majority of the day
 - bend to be at a child's eye level
 - perform all activities with the children including; running, dancing, walking, jumping, etc.
 - move from a seated position to a standing position promptly to respond to emergency situations
- Must possess acceptable hearing and visual capabilities in order to monitor the environment and children's well-being.

CURRICULUM

- Create and implement a rich and developmentally appropriate curriculum based upon the needs and interests of the students, with a focus on intellectual, social, emotional and

Qualifications

Minimum Qualifications:

- BA in Early Childhood Education or related field and NYS Education Department Early Childhood Certification.
- Certified with MA in Early Childhood Education or in a program which will guarantee permanent certification at its completion preferred
- Ability to work positively and patiently with children, parents and staff
- Possess good computer skills
- Bilingual English/Chinese (Mandarin) a plus

Application Instructions

Submit cover letter and resume to:

Fax: 212-349-2793

Email: hrdept@hmhonline.org

Additional Information

Compensation: Commensurate with qualifications and experience

Hours: Monday to Friday, 20 hours per week

Downloaded from Early Childhood Job Board on January 9, 2026

Source URL: <https://earlychildhoodny.org/cdsc/job.php?job=3381>