

# Head/Lead Teacher

Round the Clock Nursery Inc

New York, NY

Teacher

Full-time

Onsite

\$45,000 - \$62,000 a year\*

\* Salary will be based on credentials and experience

Posted on May 22, 2023

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## Organization Statement

Round the Clock Nursery is a not for profit corporation child care provider located in Manhattan and the Bronx. After Twenty seven (27) years in operation, we have expanded to Four (4) sites and are opening into Two (2) more new sites this year. RCN is committed to its mission which is to provide an educationally focused child care, respite and crisis nursery program that will enable parents with traditional or non-traditional work schedules pursue their goals. As a child provider, RCN is committed to the excellent delivery of service to the children we are entrusted to. The very reason why it is imperative on our part to have a well equipped staff who would perform their duties and responsibilities unequivocally.

## Job Description

Reports directly to the Education Director.

Ability to develop and execute a program of sound educational goals that are appropriate to the age and the development level of children.

All interactions between the Head Teacher and the children should be characterized by warmth personal respect personal respect, individuality, positive support, and responsiveness.

The Head Teacher is responsible for the overall health and safety of all the children and for the supervision of the Assistant Teacher and Teacher Aide.

## Responsibilities

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Report directly to the Education Director;

Plan long and short range activities in accordance with curriculum objectives, developmentally appropriate practice and RCN philosophy;

Meet emotional, social, physical and cognitive needs of each child;

Encourage assistants to contribute to curriculum planning'

Coordinated field trips;

Prepare daily, weekly, and monthly lesson plans;

Complete on doing assessments of children's development;

Report progress of children to parents through parent teacher conferences'

Maintain daily open communication with parents;

Keep accident/incident reports;

Maintain confidentiality;

Report any suspected abuse or neglect to Education Director

Arrange a classroom environment in accordance to RCN goals and philosophy;

Responsible for overall cleanliness of the classroom;

Maintain a Safe and healthy environment;

Report any suspected abuse or neglect to the Education Director

Arrange a classroom environment in accordance to RCN goals and philosophy;

Inspect and replace damaged or lost materials;

Attend staff meetings and training workshops;

Supervise assistants, aides and volunteers in the classroom;

Keep all appropriate records such as attendance books, observations, assessments and anecdotal records;

Â Meet all applicable licensing regulations including New York State Certification;

## **Qualifications**

Ability to communicate, inspire trust and confidence

Must be organized, dependable, patient, flexible and creative

Must be able to work cooperatively and communicate effectively with other teaching staff, support staff, parents and other memberÂ of the community

Must be able to recognize and respond to individual differences

Must be a team player and have a "can do" attitude

Should have an understanding of child development stages of preschool children

Must have prior teaching experience with preschool children in an educational environment

Ability to develop and execute a program of sound educational goals that are appropriated to the age and developmental stages for children ages 2 to 5.

Ability to act as a role model.

- **Minimum Education Level:** Bachelor's Degree
- **Preferred Education Level:** Bachelor's Degree

## **Application Instructions**

Please send your resume to:

MS. JOANNE INDIVIGLIO

VP HR/COO

joanne.indiviglio@roundtheclocknursery.org

or to

Ms. Celeste Lugo

mariaceleste.lugo@roundtheclocknursery.org

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