

Lead Teacher

United Federation of Black Community Organization Inc.

New York, NY

Teacher

Full-time

Onsite

\$54,000 - \$70,000 a year

Posted on August 31, 2023

Responsibilities

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- Develop individualized curricula that work with each child to ensure no one falls behind
- Deliver lessons and perform activities
- Coach and co-teach with assistants, aides, and classroom volunteers
- Meet with parents to report on their child's performance, progress reports, and sometimes help non-English-speaking parents
- Monitor and report developmental concerns: behavioral, educational, and developmental progress
- Lead staff meetings and keep staff updated on policy and regulation changes
- Respond to emergency situations, such as first aid and conflict management
- Teaching and following a daily routine.
- Adapting the program to suit the needs of the individual child or group.
- Consistently planning innovative ways of keeping children actively engaged.
- Imparting knowledge to children through fun and play.
- Ensuring the social and emotional growth of the child.
- Addressing the physical needs of the individual child or group.
- Composing detailed reports for parents.
- Meeting with The Head of Department and your team on a regular basis
- Keeping anecdotes, computer literate (basic skills)
- Adhering to the guidelines of the Education Department and State.

- Participate in the IEP, IFSP, and/or IIIP process for serving children with
- special needs and implementation of appropriate planning.
- Hold CPR and basic emergency first aid certification
- Plan each day so children have the opportunity to express themselves,
- Develop basic social skills, and learn the rudiments of elementary subjects.

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Qualifications

- Minimum requirement is a Bachelor's degree in Early Child Development with at least 2 years' experience in the field and enrolled in a master's Program

OR

- On a study plan and working towards a master's in early childhood education and certification

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- **Minimum Education Level:** Bachelor's Degree
- **Preferred Education Level:** NYS Teacher Certification

Application Instructions

UNITED FEDERATION OF BLACK COMMUNITY ORGANIZATIONS, INC

CHILD DEVELOPMENT CENTER

474 West 159th Street New York, NY 10032

(212) 281-1950/1959

Please Email your resume and cover letter to both emails below:

Carmeliza Gonzalo

cgonzalo@doeexternal.nyc

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cmckeever@doeexternal.nyc

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Additional Information

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Benefits:

Paid time off

Schedule:

7.5 hour shift

Day shift:

Monday to Friday

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