

Lead Teacher

Visions Day Care Center Llc

Niagara Falls, NY

Education Coordinator

Part-time Hybrid

\$18.00 - \$21.00 an hour*

* Negotiable

Posted on February 2, 2024

Organization Statement

Early Learning Center located within Niagara Falls New York looking for immediate hire of a Lead Teacher or Educational Director.Â

Job Description

Responsible for planning, implementing and evaluating all classroom activities; maintaining a safe and healthy environment, guides the teacher assistant and volunteers; perform other duties as assigned.

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Professional position,

The incumbent of this position directs all activities of the classroom and assumes the leadership role in providing an appropriate educational climate; ensures a healthy and safe facility; is concerned and involved in all services contributing to the full development of the children; responsible for necessary records and related reports regarding the children. Must be creative and flexible and subjective to changes in the daily schedule. Attitude; upbeat and open minded.

Responsibilities

1. Â Â Â Â Â Â Â Însures a healthy and safe atmosphere conducive to learning.

2. Â Â Â Â Â Develops and implements a thoughtfully considered daily plan in conjunction with team members and parents.

3. Â Â Â Â Â Guides and directs teacher assistants, volunteers, substitutes, and parents working in the program.

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5. Â Â Â Â Â Â Is current with new educational research that applies to the program.

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8. Â Â Â Â Â Confers with parents as needed regarding the progress of individual children.

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12. Â Â Â Â Participates in fire drill exercise and necessary emergency awareness training.

13. Â Organizes staff meetings, in-service training, and all other required meetings.

14.ÂÂÂÂÂ Participates in the recruitment of children and volunteers.

16. Â Â Â Â Works closely as a team member with other staff.

17. Â Â Â Â Prepares and submits referral data for children.

18. Â Responsible for ongoing observation and record keeping for children. including observation and progress records, attendance records, and other records as required.

19. Â Â Â Â Provides guidance and supervision of children.

 $20.\hat{A}~\hat{A}~\hat{A}~\hat{A}~\hat{A}~\hat{A}$ Confers with and follows up on consultant reports in the interest of the child.

21. Â Â Â Â Â Requisitions equipment, materials, and supplies for the classroom.

22. Â Â Â Â Eats meals with the children, and aids as needed.

Qualifications

Knowledge of Developmentally Appropriate practices knowledge of preschool classroom organization and management; ability to plan for individual needs of students; ability to be firm but flexible; ability to interact with children, parents, and staff; sensitive to ethnic cultures and values; knowledge of community resources; ability to instruct assistants and volunteers; alert to health and safety of children; creative skills; warm personality; dependable; tactful; neat; must pass a physical exam. Demonstrated ability to assume responsibility and to be dependable. Â Must be able to lift children weighing up to 40 lbs. Must be able to work while standing up to 8 hours per day.

BS Degree in Education (with specialization in early childhood) with an NYS N-6 Certification and at least one year of experience. Experience with children's diverse backgrounds and cultures.

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An Associate's degree in Early Childhood or a related field with a plan of study leading to: A Bachelor's degree or a New York State Children's Program Administration credential **AND** Â Two years of full-time teaching experience in a child day care center, family or group family day care home, or other early childhood programs. Two years of experience supervising staff in a child care program or related field of work.

A Child Development Associate credential with a plan of study leading to: A Bachelor's degree or a New York State Children's Program Administration credential **AND** Two years full-time teaching experience in a child day care center, family or group family day care home, or other early childhood program

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- Minimum Education Level: CDA Credential (with credit-bearing certificate)
- Preferred Education Level: Bachelor's Degree

Application Instructions

Please submit Cover letter along with resume, or any inquiries to: visions4youdaycare@outlook.com

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