

# 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 immediateÂ 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 Â Insures a healthy and safe atmosphere conducive to learning.
- Â 2.Â Â Â Â Â Â Â Â Develops and implements a thoughtfully considered daily plan in conjunction with team members and parents.
- Â 3.Â Â Â Â Â Â Â Â Guides and directs teacher assistants, volunteers, substitutes, and parents working in the program.

4. Provides an opportunity for assistants to direct individual or group activities.

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

7. Guides parents in classroom participation, observation and child development.

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

10. Is responsible for maintenance and cleanliness of classroom, equipment and materials and classroom safety

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

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

14. Participates in the recruitment of children and volunteers.

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

17. Prepares and submits referral data for children.

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

19. Provides guidance and supervision of children.

20. Confers with and follows up on consultant reports in the interest of the child.

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

22. 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. Must be able to lift children weighing up to 40 lbs. Must be able to work while standing up to 8 hours per day.

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BS Degree in Education (with specialization in early childhood) with an NYS N-6 Certification and at least one year of experience.Â Experience with childrenâ€™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 credentialÂ **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 credentialÂ **AND**Â 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 inquiriesÂ to:  
visions4youdaycare@outlook.com