

Lead Teacher

Children's Aid

New York, NY

Teacher

Full-time

Onsite

\$41,350 - \$74,550 a year

Posted on May 23, 2024

Organization Statement

Reporting to the Education Director, the Lead Teacher will work with their teaching team and the Education Director to ensure that all children reach developmentally appropriate milestones through the implementation of evidence-based curriculum, individualized support and high-quality learning environments. The Lead Teacher will focus on making sure that all the children and families will be ready to be successful in kindergarten and in life, while ensuring that all Head Start Performance Standards and site-specific funding regulations are met or exceeded. The incumbent will understand and promote the organization's Mission, Vision, and Core Values to ensure alignment with the functions of the position.

Job Description

Essential Duties: Under the direct supervision of the site's Education Director, the Lead Teacher's duties include the following:

Curriculum and Instruction

- Develop and implement age-appropriate lesson plans and activities aligned with educational standards
- Integrate various teaching methods and materials to meet the diverse needs of young learners
- Adapt curriculum to accommodate individual learning styles and abilities

Classroom Preparation

- Set up and maintain an organized and inviting classroom environment conducive to learning
- Prepare materials and resources necessary for daily activities and lessons

- Ensure the cleanliness and safety of the classroom and materials

Small Group Instruction

- Facilitate small group activities to provide personalized instruction and support to children
- Differentiate instruction based on individual needs and abilities within small group settings

Individualized Instruction

- Provide one-on-one support and instruction to children as needed
- Develop individualized learning plans for students requiring additional support or enrichment

Assessment

- Use a variety of assessment tools and strategies to monitor student progress and growth
- Conduct formal and informal assessments to inform instructional planning and decision-making
- Collaborate with colleagues, families, coaches, education director and specialists to analyze assessment data and develop interventions as needed

Behavior Support

- Implement positive behavior management strategies to promote a safe and respectful classroom environment
- Provide guidance and support to the team and to children in developing social-emotional skills and self-regulation

Technology Integration

- Integrate technology tools and resources into classroom instruction to enhance learning experiences
- Select and utilize developmentally appropriate educational software and digital resources

Record Maintenance

- Responsible for maintaining accurate attendance, educational records, and portfolios of each child. Family Engagement
- Establish and maintain open and ongoing communication with families regarding children's progress, development, and achievements
- Encourage family involvement in classroom activities, events, and decision-making processes
- Encourage family communication through a variety of methods (e.g., newsletters, bulletin boards, classroom events, center-wide activities, class dojo and "open-door" policy)

- Facilitate meetings with families to discuss the curriculum and home-to-school connection learning opportunities
- Participate in home visits, Open Houses, and/or Family Days
- Share highlights of families and children to educate and engage our online social media community with the EC Instagram committee
- Educate families on the curriculum and developmentally appropriate learning opportunities they can provide at home by sharing resources and newsletters during parent-teacher conferences and throughout the year through our digital platforms

Professional Development

- Complete and participate in required trainings and workshops specified for Early Childhood and the agency
- Engage in ongoing professional development opportunities to enhance knowledge and skills related to early childhood education and instructional support
- Collaborate with the teaching team and education director to discuss curriculum updates and effective instructional strategies
- Engage in self-assessment and reflection coaching experiences
- Support the growth of the center including participating in program-wide goal setting and individual and program self-assessment.
- Maintain Active Membership with Aspire AND "Registered" status with TEACH Account.

Health and Safety

- Follow City and Federal guidelines pertaining to health and safety protocols to ensure the well-being of children
- Be aware of and adhere to emergency procedures, including evacuation plans and first aid protocols
- Adhere to all state and city licensing requirements e.g. teacher child/ratios, and constant and competent line of sight supervision of children
- Must abide by privacy laws, including HIPAA, etc.
- Perform other related duties as assigned

Qualifications

Lead Teacher:

DOH approved Study Plan:

â€¢At least 90 credits towards a BA in ECE, Childhood Education or Students with Disabilities (B-2nd Grade/Grades 1-6)

â€¢At least 90 credits towards a BA Degree in ECE/**Related **Field

â€¢An Associate Degree in ECE or Childhood Education w/practicum on the transcript

BA ** Unrelated EC Field**

Â **Lead Teacher**Â I

BA, in a **Related Field**

â€¢Child Psychology and 12 ECE Credits

â€¢Child Development and 12 ECE Credits

â€¢Elementary Education

â€¢N-6 Elementary Education

â€¢Special Education-B-2nd Grade/Grades 1-6

â€¢General Education and 12 ECE credits

Lead Teacher II

BA in Early Childhood Education with the following DOHMH Approved/NYSED

Certification:Â Â Â Â Â Â Â Â Â Â Â

â€¢Nursery â€“ 6thÂ Grade

â€¢Birth â€“ 2ndÂ Grade

â€¢Grades 1-6

â€¢Special Education-N-12th Grade

â€¢Students with Disabilities Birth â€“ 2nd Grade

â€¢Pre-K â€“ 2nd Grade

â€¢Transitional B (TFA Only)

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Lead Teacher III

MS, in a **Related Field**

â€¢Child Psychology and 12 ECE Credits

â€¢Child Development and 12 ECE Credits

• Elementary Education

• N-6 Elementary Education

• Special Education-B-2nd Grade/Grades 1-6

• General Education and 12 ECE credits

Lead Teacher IV

MS in Early Childhood Education with the following DOHMH Approved/NYSED Certification:•

• Nursery • 6 th Grade; Birth • 2 nd Grade; Grades 1-6; Special Education-N-12th Grade; Students with Disabilities Birth • 2nd Grade; Pre-K • 2nd Grade

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

Application Instructions

Send Resumes To: acosta@childrensaidnyc.org

Downloaded from Early Childhood Job Board on March 19, 2026

Source URL: <https://earlychildhoodny.org/cdsc/job.php?job=4628>