

## Lead/Master Teacher (2)

Children's Center at John Jay College of Criminal Justice, Inc.

New York, NY

Teacher

Full-time, Part-time

Onsite

\$50,000 - \$65,000 a year\*

\* Depending on Qualification

Posted on July 29, 2024

---

### Organization Statement

In a warm and nurturing environment, the Children's Center at John Jay College provides quality child care, and an early education program that meets the needs of both the student parent and the child. The early childhood center supports student parents to fully engage and participate in college life and attain their educational goals. The Center's early childhood program is designed for children ages 6 months to 5 years of age.

### Job Description

- Become familiar with, and execute program protocols and procedures to align with the school's philosophy and educational goals. These program protocols and procedures are outlined in the Student Parent Handbook.
- Assist and take initiative with the supervision of children at all times, to ensure their safety and well being.Â Move with children as they change from one location to the other throughout the Center as well as outdoors.
- Maintain a safe and clean classroom environment at all times.
- Provide a stimulating and engaging learning environment that meets the needs of all children in the areas of social, emotional, physical, cognitive, adaptive, and creative expression.
- Adhere to the Center's Nutrition guidelines and meal services.
- Ensure there is adequate supplies at all times to allow for effective functioning in the classroom/center.

### Responsibilities

- Communicate effectively and cooperatively with other staff members and school administration.
- Meet the needs of each individual child by providing support, guidance and instruction in a nurturing manner while executing the daily routine and schedule.
- Familiarity with The Creative Curriculum.
- Follow and implement developmentally appropriate, and age-appropriate classroom activities/practices throughout the school day.
- Communicate and follow-up with the Center Director on any issues or needs of the classroom, students and parents.
- Supervising and collaborating with fellow teachers, and/or volunteers, work study students and all other members of the classroom.
- Classroom management skills including positive discipline techniques with children needing additional support to navigate the classroom setting.
- Maintain a code of Confidentiality with shared information.
- Adhere to all policies and procedures of the DOHMH, CUNY, and the Children's Center.
- Assist with the coordination of classroom coverage and staff breaks.
- Acts as the "Go To" person (according to the Chain of Command or appointment) for staff in the event of the Director's absence.
- Attend staff meetings, professional development, and other Center activities.
- Become familiar and take charge of routine classroom paperwork and classroom records.
- Work closely with providers for children with special needs.
- Work closely with Director on school initiatives, events, newsletters, school calendar, and other Center activities.
- Set goals and objectives in cooperation with Center Director for further personal and professional growth and development.
- Follow through on self-initiated and assigned tasks.
- Provide supportive assistance to new substitutes, volunteers, and well as other new staff.
- Be flexible, and an all-around team player to meet the program needs.
- Be able to respond quickly and effectively when a situation warrants immediate attention.
- Perform other duties as assigned.

Â

## Qualifications

Minimum Qualifications:

Bachelor's degree or study plan in ECE

Preferred Qualifications:

Master's Degree

B-2nd Grade Certification for Master Teacher

Minimum 2 years experience working in an ECE setting (for Master Teacher)

Â

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

## Application Instructions

Send resume to: [childrenscenter@jjay.cuny.edu](mailto:childrenscenter@jjay.cuny.edu)

## Additional Information

No phone calls