

# Early Childhood Lead Teacher

Hebrew Educational Society

Brooklyn, NY

Teacher

Full-time

Onsite

\$56,500 - \$68,652 a year\*

\* The salary is based on your completed degree and certification

Posted on August 19, 2024

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## Organization Statement

The Hebrew Educational Society, a thriving multi-service, comprehensive community center located in southeast Brooklyn, provides a diverse array of programs and services within a multicultural, multi-ethnic environment that is inclusive of people of all ages and ability levels. Programs include Early Childhood, After School, Camps, Athletic and Aquatic Activities, Older Adults & People with disabilities. Our Early Childhood Center currently offers full-day, year-round programming for children ages 3-5 including a NYC Early Learn program, Pre-K for All, extended day services and Summer Camp. The Lead Teacher is responsible for general administrative duties as assigned, for supervision of subordinate

## Responsibilities

- Daily teaching of lessons and writing plans for Units of Study and all classroom activities
- Facilitate Parent/Teacher conferences
- Communicates with children on their developmental level
- Supervision of children in the classroom, playground and gym areas
- Participation in center-wide programs Ex: Parent's Night Out, Pajama Night, Curriculum Night, Street fair, Open House, etc.
- Record keeping - Screenings & Assessments (Ex: Ages & Stages, Checkpoints for Teaching Strategies), Daily Attendance
- Classroom preparation and planning
- Provides a balance between child-initiated and teacher-initiated activities

- Provides a developmentally appropriate and integrated curriculum that meets the needs of individual children
- Plans and implements culturally diverse experiences that support families
- Maintains and posts written curriculum plans
- Establishes routines with smooth transition periods
- Encourages children to be independent
- Cleaning of classroom materials and equipment as needed
- Assesses children's needs and developmental progress on an ongoing basis
- Involves classroom team in formal observations and assessments
- Uses assessments to plan curriculum
- Meets with individual parents as required on matters involving child or Center policies
- Maintains a safe & healthy environment and notifies the administration of maintenance issues
- Attend, staff meetings as well as staff development trainings throughout the year in accordance to DOH/DOE/ACS guidelines
- Maintain confidentiality about our children, their families and other employees
- Supervise assistant teachers, aides, or parent volunteers
- Keep current with all credentials and degrees in accordance with all accrediting and regulatory bodies
- Candidate will work a 12 month schedule, 8.5 hour days with 1 hour for lunch
- Other duties as assigned by supervisor

## **Qualifications**

- NYS certified (or be on a Study Plan to obtain certification in the next 3 years)
- Bachelor's in Early Childhood Education (or related field)
- Master's a plus
- Minimum two years of teaching experience in child care and early education, or related educational programs
- Certification in Child Abuse, Infectious Disease and First Aid/CPR (these certificates can be obtain once hired)
- Strong computer skills
- An ability to communicate professionally verbally, in writing, and through email

- Fingerprinting by DOI & DOE (can be obtained upon job offer)
- Knowledge of Creative Curriculum
- Be a team player
- Strong Classroom Management Skills
- Must be able to bend, stoop, reach, sit on the floor and rise from the floor without adult assistance

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

## Application Instructions

If interested, please send a copy of your resume to Kim Ellen Cowan at [hr@thehes.org](mailto:hr@thehes.org).