

# Early Learning Center

Little Dragon Daycare

Hartsdale, NY

Teacher

Full-time

Onsite

\$20.00 - \$23.00 an hour\*

\* Based on experience

Posted on August 28, 2024

## Organization Statement

### Bilingual Early Learning Center in Hartsdale

#### Job Description

Full and part-time Lead teacher/assistant positions are available at a busy daycare center in the Scarsdale/Hartsdale area. Open to all applicants who are reliable, patient, hardworking, detail-oriented, punctual, and truly love to work with young children. The person selected for this position will be responsible for assisting a classroom teacher in the general supervision and management of a class of children between the ages of 2 and 5 years old.

Competitive compensation based on experience and qualifications.

Daycare hours are 8:00 am to 6:00 pm, Monday to Friday.

Equal Opportunity Employer. Minorities and women are encouraged to apply.

Please call (914) 826-0534 between 10:00 am to 8:00 pm to schedule an interview. Thank You!

#### Responsibilities

- Classroom environment

Lead teachers create a safe and healthy classroom environment that supports the program's goals. They arrange the room, maintain inventory, and notify administration of any maintenance issues. They also establish routines with smooth transitions and encourage children to be independent.

- Curriculum

Lead teachers work with parents to observe and assess children's development. They then plan the curriculum and activities based on this knowledge, and implement them in the classroom. They also create weekly lesson plans and goals.

- Children's development

Lead teachers ensure children's social, physical, spiritual, and mental development. They help children meet educational milestones through personalized instruction and other assistance. They also maintain portfolios for each student and regularly evaluate their progress.

- Communication

Lead teachers communicate with children on their developmental level and with parents and guardians. They provide helpful feedback to parents and conduct parent/teacher conferences.

- Discipline

Lead teachers manage the classroom and provide structure and discipline for successful learning. They handle discipline promptly and document attendance, absenteeism, and incidents.

- Other responsibilities

Lead teachers may also:

- Create safe areas for diapering, toileting, and handwashing
- Help children with personal hygiene skills
- Collaborate with other staff members
- Report broken or unsafe toys

## Qualifications

Early childhood education college credits

CDA credential

Daycare center experiences

- **Minimum Education Level:** CDA Credential

- **Preferred Education Level:** CDA Credential

## **Application Instructions**

Please call 914 826 0534 to schedule an interview.

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