

# Teacher Director

Greater Opportunities for Broome and Chenango

Greene, NY

Teacher

Full-time

Onsite

\$38,000 - \$38,000 a year

Posted on May 12, 2025

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## Organization Statement

The mission of Greater Opportunities is to educate, advocate, and empower individuals and families to improve the quality of their lives through the development of self-reliance, while promoting a culture of people working together to help themselves, one another and their community.

## Job Description

The Teacher/Director leads the classroom team in assessing and responding to individual needs of preschool-aged Head Start children. This person oversees satellite operations and ensures compliance with Head Start Performance Standards, NYS Office of Children and Family Services Child Care Licensing Regulations, and in the supervision of site staff and volunteers.

## Responsibilities

1. Supervises the Assistant Teacher, Special Services Aide and Classroom Aide. Reviews and submits staff timesheets. Works with the Child Development Coordinator in completing staff performance reviews, staff trainings, in providing modeling and mentoring to the Teaching Assistant, Special Services Aide, Classroom Aide, and Substitutes.
2. Schedules and facilitates monthly staff meetings for all center staff. Schedules bi-weekly, (or weekly if needed), staff meetings for education staff and family advocates.
3. Schedules and coordinates staff to maintain classroom ratio and meet site needs.
4. Provides ongoing and timely feedback to Coordinators regarding any challenges with site operation.

5. Fosters positive relationships with local school personnel and the community.
6. Assists in the Quality Star rating system.

**Duties/Responsibilities:**

1. Acts in accordance with the Greater Opportunities for Broome and Chenango, Inc. Mission Statement and abides by its Standards of Conduct.
2. Assists in ensuring the agency meets all federal, state, and local regulations.
3. Works within a team to plan and administer a comprehensive program of services.
4. Demonstrates a work ethic that recognizes and supports persons of varying socio-economic, ethnic, cultural, and educational backgrounds.
5. Interacts and communicates effectively with co-workers, customers, and community members in a professional and respectful manner.
6. Reports child abuse/maltreatment to New York State Central Registry and appropriate administrative staff.
7. Maintains confidentiality of information regarding children, families, staff, and program issues.
8. Follows procedure when “calling in” due to illness and for use of other leave.
9. Participates in all required meetings and trainings and shares information with colleagues as needed.
10. Drives an agency vehicle and transports families as necessary.

**Essential Classroom Duties:**

1. Creates and maintains a classroom environment that encourages independence while meeting the developmental needs of the children.
2. Creates and maintains a stimulating, print rich environment with distinct learning areas.
3. Coordinates the planning and scheduling of classroom activities in all areas of the classroom using the weekly lesson plan form.
4. Models’ positive child development practices including appropriate tone of voice, speaking to the children at eye level, and continuously scanning the room for safety.

5. Maintains control of the classroom by developing clear, reasonable, consistent, and age-appropriate rules and expectations for children.
6. Ensures the completion of at least two home visits and facilitates two parent/teacher conferences per year to promote ongoing communication with parents and to strengthen family knowledge of child development.
7. Observes, records, screens, and assesses individual growth and development. Develops and implements individual plans for children. Ensures that all screenings are completed within the first 45 days of each child's entry date.
8. Uses positive guidance and redirection to help children with anger and/or challenging behaviors. Helps children develop decision-making and problem-solving skills.
9. Uses all current and available resources in planning daily activities for children (i.e., Creative Curriculum, Good Talking Words, and all other current required and/or available curriculums).
10. Provides parents with assessment and screening information. Supports parents, when appropriate, with information and resources throughout the referral, evaluation, and services processes for special needs through the Committee on Preschool Special Education.
11. Welcomes parents and other visitors to the center. Communicates in a positive manner with parents, community members, and co-workers.
12. Prepares and submits accurate and timely required documentation to meet licensing and program requirements, as well as ensuring that all end of the month documentation due from the center is at the central office according to the end of the month reporting schedule.
13. Communicates information and needs of center staff and families.
14. Maintains care of center equipment. Requisitions new equipment and supplies through immediate supervisor. Ensures that any movement of inventory is reported to immediate supervisor (Child Development Coordinator).
15. Prepares children and families for a successful transition to their next learning environment.
16. Assists families in accessing community resources as needed.
17. Documents all contacts with families on the Contact Summary Record and in COPA.
18. Performs all other job-related duties and responsibilities as necessary.

## Qualifications

- BA/BS degree in Child Development, Early Childhood Education, or related field with a minimum of 61 credit hours towards a bachelor's degree related to Early Childhood Education.
- At least two (2) years of experience teaching in a preschool setting and one (1) year of supervisory experience in a childcare setting licensed by OCFS.
- Willing to attain and maintain Medication Administration Training (MAT) certification and First Aid/CPR certification.
- Valid NYS driver's license required
- **Minimum Education Level:** Bachelor's Degree
- **Preferred Education Level:** Bachelor's Degree

## Application Instructions

<https://secure.entertimeonline.com/ta/OPPC.careers?CareersSearch=&lang=en-US>