

# Lead Preschool Teacher

The Village Childcare Services

Warwick, NY

Teacher

Full-time

Onsite

\$18.00 - \$23.00 an hour\*

\* Wages are based on experience and schooling.

Posted on May 13, 2025

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## Organization Statement

The Village Childcare is a nurturing and vibrant early childhood center dedicated to creating a safe, engaging, and developmentally enriching environment for young children. Rooted in the belief that it takes a village to raise a child, we partner closely with families to support the social, emotional, cognitive, and physical growth of every child in our care.

At The Village, children are encouraged to explore, create, and learn through play-based and hands-on experiences tailored to their developmental needs. Our dedicated team of passionate educators fosters meaningful relationships and cultivates a sense of community, kindness, and curiosity in each classroom.

We provide a structured yet flexible daily routine that promotes security while allowing for joyful discovery. Whether it's reading stories, engaging in art and sensory activities, playing outdoors, or learning new skills, every moment at The Village is designed to help children thrive.

With a focus on individual attention, positive guidance, and inclusive practices, The Village Childcare is more than just a daycare—it's a place where children feel loved, valued, and inspired to grow.

## Job Description

The Lead Teacher at The Village Childcare Services must be professionally prepared in the field of early childhood education and have a solid understanding of child development. This role is essential in creating a safe, nurturing, and engaging environment that supports each child's growth and learning.

We are looking for a kind, patient, and compassionate individual who can build strong, respectful relationships with children, families, and coworkers. The ideal candidate will be mature, responsible, and able to work effectively both independently and as part of a team.

As the Lead Teacher, you will guide children through meaningful, developmentally appropriate learning experiences. You are expected to create a welcoming, fun, and structured environment where children feel safe and supported. Your responsibilities include planning and implementing curriculum, observing and documenting children's progress, and maintaining a clean, organized, and stimulating classroom.

In addition to teaching, you will work closely with Directors and fellow staff members to continuously improve the program and learning environment. Leadership, creativity, and a passion for early childhood education are key to thriving in this position.

The goal of the Lead Teacher is to provide high-quality care and education that prepares children for future learning. You will play a vital role in helping children build confidence, curiosity, and a love for learning—every single day.

## **Responsibilities**

### **Lead Teacher – Job Responsibilities & Duties**

The responsibilities of the Lead Teacher include, but are not limited to:

#### **Child Development & Instruction**

- Help children recognize their roles as integral members of a group.
- Organize and lead age-appropriate activities to support social, emotional, physical, and intellectual growth.
- Provide a variety of materials and resources for exploration, learning, and imaginative play; label materials to support a print-rich environment.
- Teach basic skills (e.g., hygiene, dressing, zipping jackets, cleaning up) and promote independence.
- Encourage development of social-emotional skills and independence.
- Set and consistently enforce behavior expectations without the use of reward systems (e.g., candy, stickers); promote feelings of acceptance and inclusion.

## **Curriculum & Planning**

- Plan, supervise, and implement classroom programs aligned with The Village's philosophy.
- Establish clear objectives for all lessons, projects, and units and communicate them to children and families.
- Submit monthly lesson plans by the 25th of each month and maintain an up-to-date classroom lesson binder.
- Prepare daily projects, crafts, and creative activities in advance.
- Assist in developing the monthly classroom newsletter, due by the 25th each month.

## **Classroom Management**

- Maintain an organized, clean, safe, and engaging classroom environment.
- Utilize scheduled prep time effectively for lesson planning, communication, and classroom preparation.
- Effectively direct assistants and staff to support classroom activities and preparation.
- Maintain accurate records per OCFS and The Village's policies, including attendance and daily logs.
- Check and replenish classroom emergency bags monthly.
- Maintain classroom/health check logs daily.

## **Child & Family Engagement**

- Greet and assist arriving children, helping them transition into the classroom.
- Maintain open communication with families via ProCare, sharing positive updates and concerns.
- Conduct parent-teacher conferences as scheduled and as needed.
- Oversee ASQ-3 developmental assessments per Quality Stars guidelines.

## **Health, Safety & Supervision**

- Ensure children's physical and emotional needs are met in a safe, structured environment.
- Serve meals/snacks per dietary and allergy guidelines; assist with setup and cleanup.
- Supervise children in classrooms, on the playground, and during field trips.
- Be knowledgeable of NYS Child Day Care Regulations and The Village's Emergency Plan.
- Be prepared to respond appropriately in emergencies.
- Monitor and maintain staff-to-child ratios; immediately alert the Director of concerns.

## **Professionalism & Teamwork**

- Arrive on time for scheduled shifts (8:30 AM – 2:30 PM).
- Attend morning and planning meetings as scheduled.
- Attend professional development trainings and conferences to maintain skills and certifications.
- Support all staff and programs as a collaborative team member.
- Assist Directors in planning and leading class projects, guest visits, and field trips.
- Maintain confidentiality regarding all child, family, and staff matters. Breach of confidentiality may result in termination.

## **Supplies & Inventory**

- Monitor classroom inventory and notify the Director when supplies are low or needed.

## **Qualifications**

### **Minimum Job Requirements**

#### **Qualifications & Education**

- Must hold a **Bachelor's degree or higher** in Early Childhood Education or a related field;  
**OR**
- A **valid NYS teaching license or certificate** for service in the childhood grades, **plus** a written plan to obtain certification valid for early childhood grades within five years.
- Copies of all relevant certifications must be submitted with the application.

### **Certifications & Clearances**

- **CPR certification** required at time of hire.
- Must **submit an OCFS background check packet** to New York State.
- Must **pass a pre-employment NYS criminal background check**.

### **Employment Requirements**

- Must **accept a post-offer and sign an employment contract**.
- Must **complete a pre-employment physical exam and medical history check**.
- Must submit a **W-4 and I-9 form** with appropriate identifying documents.

### **Ongoing Requirements**

- Maintain **30 hours of OCFS-approved training** every two years.
- Complete **"The Five Minute Personality Test"** as part of onboarding.
- **Minimum Education Level:** CDA Credential
- **Preferred Education Level:** Bachelor's Degree

### **Application Instructions**

#### **How to Apply**

To apply for the Lead Teacher position at The Village Childcare Services:

**Email your resume and two references** to: Briannah.tvlc@gmail.com

**Or call:** 845-986-1901 for more information.

We look forward to hearing from you!

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