

# Early Head Start Lead Teacher

Grand Street Settlement

Bronx, NY 10467

Teacher

Full-time

Onsite

\$45,653 - \$48,636 a year\*

\* Sign-on bonus

Posted on August 22, 2025

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## Organization Statement

Grand St. Settlement's history is long and storied. Birthed from the efforts of our founder, Rose Gruening, Grand St. Settlement has grown into one of the largest, most impactful, and most trusted social services organizations in New York City. The one thing that hasn't changed? Our focus on supporting our neighbors.

## Job Description

**JOB SUMMARY:** Plan individualized services for a classroom of eight children using the identified curriculum and best practices in accordance with the Head Start Performance Standards, Department of Health (Article 47), and other relevant regulations. For the start-up phase for 2 years this will be an evolving position. Interim roles and responsibilities will be adjusted and this position requires an individual to be flexible. Job responsibilities will be revisited once all center-based sites are up and running.

## Responsibilities

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Supervise and carry out the planning, documentation and execution of curriculum that takes into account the social, emotional, developmental, and health needs of the individual child, as well as the group.
- Work collaboratively with supervisors, the Assistant Teacher, other program staff and parents to ensure EHS and GSS goals and objectives are met.

- Maintain a safe and sanitary environment in accordance with EHS and DOHMH regulations, including regular visual inspection of equipment and areas accessible to children.
- Keep developmentally appropriate equipment and materials in good condition and ensure children's access and constructive use.
- Maintain confidentiality of child and family information (verbal and written)
- Coordinate recordkeeping and curriculum planning for individual children and the group
- Coordinate ongoing assessment of children's development in keeping with identified EHS and GSS school readiness goals. Utilize Creative Curriculum and TSG assessments.
- Establishing regular weekly team meeting times.
- Develop and maintain positive working partnerships with parents including participating in meetings when required.
- Collaborate with other teachers and staff to communicate information about child development and individual children to parents.
- Conduct standardized developmental and behavioral screenings within 45 calendar days of the child's entry and follow through with any needed follow up.
- Work with specialists and parents to support children with diagnosed special needs.
- Conduct home visits at least twice a year according to program policies and procedures.
- Conduct individual parent/ teacher conferences at least three times per year to share child outcomes, and work collaboratively with parents to establish individual goals related to school readiness.
- Follow applicable state regulations and agency policies regarding the prevention and reporting of child maltreatment.
- Participate in coaching opportunities and professional development training
- Participate in annual performance evaluation to set short and long term professional goals.
- Participate in all required training and meetings.
- Special projects and duties, as assigned and as required.

## **Qualifications**

### **EDUCATION, EXPERIENCE AND SKILL REQUIREMENTS:**

- BA in Early Childhood Education; or 90 credits of an approved study plan to complete degree and obtain NYS Teacher Certification (B-2) within 7 years

- Completion of the Infant/ Toddler Child Development Associate (CDA) credential or formal coursework in infant/ toddler development
- Experience working with families and children aged newborn to three and their families
- Ability to work with children and families with special developmental, social or cultural needs
- Ability to maintain written records and manage time to ensure the completion of assigned work
- Ability to work collaboratively and provide leadership
- Ability to lift 35 pounds easily and regularly

Bilingual English/Albanian or Spanish strongly preferred

#### **PRE-EMPLOYMENT REQUIREMENTS:**

- Successfully clear; NYS DOI Fingerprint Screening, NYS Central Registry Clearance, Sex Offender Registry Clearance, 3 reference checks, physical examination with updated TB test, Tdap, MMR, varicella (fees may apply)
- Meet all employee health requirements in Article 47 (DOHMH) and Head Start performance standards
- Mandated Reporter training certificate (every 2 years) and comply with agency's policy and procedure regarding identification and reporting of child abuse and neglect
- Obtain First Aid/CPR and Preventive infectious diseases certificate within the first year of employment.
- Meets all health requirements in Article 47 (DOHMH) and Head Start Performance standards.
- **Minimum Education Level:** Bachelor's Degree
- **Preferred Education Level:** NYS Teacher Certification

### **Application Instructions**

#### **HOW TO APPLY:**

Please submit a resume and thoughtful cover letter, outlining how your skills and experience meet the qualifications of the position you are applying for. If selected, we ask that you also provide us with three (3) professional references that we can contact (at least two (2) professional references should be from a former supervisor). Please click on the link provided below, or use the link in a search bar and apply online through our career center.

[https://workforcenow.adp.com/jobs/apply/posting.html?client=grandst&cclid=19000101\\_000001&type=MP&lang=en\\_US](https://workforcenow.adp.com/jobs/apply/posting.html?client=grandst&cclid=19000101_000001&type=MP&lang=en_US)

**No phone calls, please!**

*Please be advised that job offers can only be made once your clearances come through!*

**EQUAL OPPORTUNITY EMPLOYER (EOE)**

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