

# Temporary Prek Lead Teacher (Upk)

St. Michael's/Most Holy Redeemer Catholic Academy

Flushing, NY 11355

Teacher

Temporary

Onsite

\$30.00 - \$40.00 an hour\*

\* Wage varies depending on the candidate credentials, degree, certifications or if under a study/plan.

Posted on October 23, 2025

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## Organization Statement

The 3K and PreK programs at St. Michael's/Most Holy Redeemer Catholic Academy are high quality early childhood multicultural and multilingual programs that welcome students and their families with open arms. Here we celebrate, welcome, and embrace the diversity of our student population. This diversity is reflected on the staff that we are lucky to have as part of our educators' team.

## Job Description

A temporary PreK Lead Teacher is needed to cover for a teacher's leave of absence, from 10/27/2025 to 12/19/2025. The teacher will be in charge of a 4 year-old PreK classroom. The class has 14 children, and one teacher assistant. We use the DOE's creative curriculum.

## Responsibilities

- Prepare lesson plans and weekly letters
- Communicate with parents via Class Dojo
- Manage a classroom with 14 children
- Be part of weekly teachers' meeting and trainings when required
- Take students to the bathroom as needed
- Assist children in the bathroom as needed and help them change if they have bathroom accidents
- Clean the classroom as needed (The custodians do the heavy cleaning)
- Take the children from the gym to the classroom during arrival time

- Dismiss the children during dismissal time
- Organize, coordinate, and cooperate activities with the teacher assistant
- Positive attitude, patience and empathy are a must.

## Qualifications

- Study-plan, Bachelors, or Master Degree in Early Childhood Education
  - Fingerprinted - Cleared to work with young children (PETS)
  - Health form up to date and cleared to work with young children
  - Mandatory trainings: Mandated Reporter; Keeping Children Safe: Prevention of Lead Poisoning and other dangers to children; Foundations in Health and Safety E-Learning; Emergency preparedness training; Identifying and Responding to Anaphylaxis.
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- **Minimum Education Level:** Some College Credits
  - **Preferred Education Level:** Bachelor's Degree

## Application Instructions

If interested please email your resume at [kherrera@stmichaelsca.org](mailto:kherrera@stmichaelsca.org).