Career Development Center
New York Early Childhood Professional Development Institute

Teacher

Meacham Child Care Center

Elmont, NY 11003

Teacher | Full-time, Volunteer | Onsite | $19.00 - $22.00 an hour*

* Compensatory with education and years of experience

Posted on January 30, 2026

Organization Statement

Our Vision: "A solid foundation for every child", and We believe quality childcare is a right, not a privilege.

Job Description

PROVIDES EXPERIENCES WHICH PROMOTES DEVELOPMENT FOR EACH INDIVIDUAL:

- Implements developmentally appropriate curriculum
- Creates a daily schedule which provides a balance of activities
- Trains and supervises assistants as they document children's accomplishments through anecdotal notes, documentation panels and/ or portfolios

PROVIDES OPPORTUNITIES FOR AN ON-GOING PARENT/TEACHER RELATIONSHIP

- Communicates verbally and in writing daily with parents regarding the development and specific activities of the children
- Oversees the planning and facilitation of regular parent conferences to discuss orientation, transitions, and goals

PROVIDES EXPERIENCES WHICH PROMOTE SOCIAL/EMOTIONAL DEVELOPMENT OF EACH CHILD

- Offers developmentally appropriate activities that foster social skills and encourages children to think, problem solve, question, and experiment. Listens attentively without interrupting children

- Models professional work ethics and ensures continuity of care by reporting to work on time and maintaining consistent attendance

SUPERVISORY & ADMINSTRATIVE DUTIES

- Oversees orientation of new staff to classroom routines, curriculum implementation and parent communication

Responsibilities

- Plan and implement developmentally appropriate curriculum
- Create a safe, engaging, child?centered learning environment
- Support children’s social, emotional, cognitive, and motor development
- Communicate regularly with families and lead parent conferences
- Supervise and mentor classroom staff; maintain required ratios
- Keep accurate records, documentation, and lesson plans
- Follow all organizational policies and licensing regulations
- Maintain professionalism, teamwork, and ongoing professional growth

Qualifications

Education & Experience

- Bachelor’s or Associate’s degree in Early Childhood Education, Child Development, or related field
- OR High School Diploma with 3 years classroom experience and 1 year supervisory experience
- Prior experience planning and implementing early childhood curriculum
- Experience supervising or mentoring staff
- **Minimum Education Level:** Some College Credits
- **Preferred Education Level:** CDA Credential

Application Instructions

Email resume : meachamchildcare@gmail.com

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