

Primary Teacher/Head Teacher

Virginia Marx Children's Center at Westchester Community College

Valhalla, NY 10595

Teacher

Full-time

Onsite

\$56,792 - \$69,593 a year

Posted on March 11, 2026

Organization Statement

Since 1986, the Virginia Marx Children's Center at Westchester Community College has been dedicated to providing the highest quality early care and education. We offer both full-time and part-time childcare for children ages 6 weeks to 5.9 years. Our services are available to student parents of Westchester Community College, faculty, staff, and the surrounding community.

Located on the Westchester Community College campus, our center is licensed by the NYS Office for Children and Family Services, accredited by NAEYC, and proudly holds a 5-star rating from QUALITYstarsNY.

Job Description

Job responsibilities include:

- Organize and provide developmentally appropriate early childhood education programs.
- Plan and implement curriculum and education for children in early childhood education, general education, or specialized setting.
- Provide activities and opportunities that encourage curiosity, exploration, and problem solving appropriate to the developmental levels and learning styles of children.
- Plan and prepare classroom setting; oversee safety and educational programs.
- Teach and supervise children in the assigned activities.
- Interact with parents and community groups; maintain open and cooperative communication with parents and families, encouraging their involvement in the program and supporting the child's family relationships.

- Attend staff meetings and participate in professional development workshops.
- Assist with medical emergency procedures, fire evacuation procedures, and sick child policies.
- Maintain equipment and supplies necessary for activities.
- May perform other incidental tasks as needed.

Responsibilities

Job Description:

Reporting to the Director of the Virginia Marx Children's Center, the Primary Teacher teaches and supervises children, aligned with the Center's philosophy, in order to create developmentally appropriate curriculum implemented daily. The Primary Teacher communicates effectively with families, peers and children on a daily basis as well as complies with NYS licensing regulations, NAEYC standards and QUALITYstarsNY criteria. Job responsibilities include:

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- Provide activities and opportunities that encourage curiosity, exploration, and problem solving appropriate to the developmental levels and learning styles of children;
- Plan and prepare classroom setting; oversee safety and educational programs;
- Teach and supervise children in the assigned activities;
- Interact with parents and community groups; maintain open and cooperative communication with parents and families, encouraging their involvement in the program and supporting the child's family relationships;
- Attend staff meetings and participate in professional development workshops;
- Assist with medical emergency procedures, fire evacuation procedures, and sick child policies;
- Maintain equipment and supplies necessary for activities;
- May perform other incidental tasks as needed.

Requirements:

REQUIRED QUALIFICATIONS: The successful candidate must possess one of the following:

- Associate's Degree in Early Childhood, Child Development, or related field, and three years of experience working with children under the age of six;
- Bachelor's Degree in Early Childhood, Child Development, or related field and one year of experience working with children under the age of six.

PREFERRED QUALIFICATIONS: A Master's Degree is strongly preferred.

Additional Information:

SALARY & BENEFITS: The starting salary is \$56,792. Additional compensation with seniority steps maximize at a salary of \$69,593. Benefits include comprehensive health coverage, a choice of defined benefit and/or defined contribution pension plan, generous leave benefits, and access to tax sheltered annuities and a deferred compensation plan.

WORK SCHEDULE: The work schedule is Monday through Friday; 8:00am- 4:00pm.

POSITION EFFECTIVE: The position will remain open until filled.

Qualifications

REQUIRED QUALIFICATIONS: The successful candidate must possess one of the following:

- Associate's Degree in Early Childhood, Child Development, or related field, and three years of experience working with children under the age of six;
- Bachelor's Degree in Early Childhood, Child Development, or related field and one year of experience working with children under the age of six.

PREFERRED QUALIFICATIONS: A Master's Degree is strongly preferred.

- **Minimum Education Level:** Associate's Degree
- **Preferred Education Level:** Master's Degree

Application Instructions

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Applicants must apply online by submitting a letter expressing interest in this position and attaching a resume. Please click here: [Westchester Community College Job Posting: Primary Teacher](#)

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