

# Lead Preschool Teacher

Queen City Early Childhood Center

Buffalo, NY 14211

Teacher

Full-time, Part-time

Onsite

\$16.00 - \$22.00 an hour

Posted on March 31, 2026

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## Organization Statement

Queen City Early Childhood Center is a high-quality childcare program serving children ages 6 weeks to 12 years in Buffalo, New York. Our mission is to help every child develop their best mind, their love of learning, their personality, and their bright future.

We are committed to providing a safe, nurturing, and engaging environment where children can grow academically, socially, and emotionally. Our team works collaboratively to create meaningful learning experiences while maintaining the highest standards of care and professionalism.

At Queen City, we value dedication, accountability, and a genuine passion for working with children. We are proud to build a team of educators who lead with patience, positivity, and purpose.

## Job Description

The Lead Preschool Teacher is responsible for coordinating and implementing curriculum, managing classroom operations, and guiding teaching staff to ensure a high-quality learning environment. This role includes planning and leading age-appropriate activities, supervising teacher assistants, and maintaining a structured and engaging classroom.

The Lead Teacher actively supports children's development through hands-on engagement and intentional teaching practices. This position also requires maintaining open communication with families through daily interactions, progress reports, and conferences.

In addition, the Lead Preschool Teacher is responsible for maintaining accurate records, ensuring classroom cleanliness and safety, and supporting ongoing professional development. All responsibilities must align with center policies and state regulations.

## Responsibilities

- Plan and implement developmentally appropriate curriculum and activities
- Lead and supervise teacher assistants and classroom staff
- Create and maintain a safe, structured, and engaging classroom environment
- Support children's cognitive, social, emotional, and physical development
- Maintain classroom organization, cleanliness, and materials
- Communicate regularly with parents (updates, reports, conferences)
- Ensure compliance with all center policies and state regulations
- Monitor and maintain health, safety, and hygiene standards
- Observe and document children's progress and development
- Maintain accurate records, reports, and documentation
- Foster a positive, team-oriented work environment
- Participate in ongoing professional development

## Qualifications

Candidates must have a **minimum of 2 years of professional childcare experience** and a strong understanding of child development. Applicants should demonstrate strong leadership skills, professionalism, and the ability to effectively manage a classroom and guide support staff.

An **Associate's Degree in Early Childhood Education or a related field with at least 30 ECE credits is required**. Candidates must have strong communication, organizational, and interpersonal skills and the ability to build positive relationships with children, families, and staff.

**Infant/Child CPR and First Aid certification is required (or willingness to obtain)**. All candidates must pass a **full background check and health screening** in accordance with state regulations.

- **Minimum Education Level:** CDA Credential
- **Preferred Education Level:** CDA Credential

## Application Instructions

Interested candidates should submit their resume via email to **cthompson@queencityecc.com** and **vevans@queencityecc.com**.

Please include your **full name, the position you are applying for, and your availability** in the subject line.

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