

3K Lead Teacher

Claire Heureuse Community Center, Inc.

Bronx, NY 10473

Teacher

Full-time

Onsite

\$57,000 - \$68,000 a year

Posted on April 8, 2026

Organization Statement

Claire Heureuse Community Center, Inc. is a tax-exempt, 501 (c) (3) Community-Based Organization committed and dedicated to promoting the empowerment of low-income, underserved, hard-to-reach families of all ages, for them to contribute to their community and society as a whole. The purpose of our daycare centers is to provide high-quality, affordable, and accessible early learning and childcare programs to meet the needs of children and families.

Job Description

The UPK Teacher will plan and implement a developmentally appropriate curriculum that supports and encourages the social, emotional, cognitive, and physical needs of the Preschool students. The teacher will complete mandatory assessments and screenings of children, meet with parents to discuss progress and individualize learning opportunities for each child to promote growth. Work effectively with colleagues as a team member in planning meaningful lessons and fostering a positive learning environment.

Responsibilities

- Ensure the health, safety, and well-being of children in the program by providing close supervision of all activities.
- Develop lesson plans that are aligned with the Creative Curriculum format and the Common Core Standards
- Develop classroom centers that respond to children's interests and are coordinated with the ongoing curriculum.
- Facilitate student assessments and work sampling.

- Guide students in their academic growth.
- Work with parents to promote understanding of the growth and development of their child. Effectively communicate with parents, verbally and in written form, throughout the school year.
- Develop effective communication strategies.
- Work as a supportive team member within the Early Childhood Learning Center and supervise Assistant Teacher, Teacher Aides, and Volunteers.
- Maintain a clean and safe classroom environment by reporting and/or removing all potential hazards and setting up spaces and materials to support children's learning.
- Maintain accurate program documentation, including but not limited to incident/ accident/ behavior reports, attendance sheets, sign-in/ sign-out sheets, development/ growth forms, document eating and sleeping, parent surveys, etc.
- Actively participate in designated meetings, all training sessions, and special events.
- Other activities and duties as needed that address the ongoing health and well-being of our staff and members.
- Maintain sanitary habits in accordance with CDC guidelines
- Other activities and duties that address the ongoing health and well-being of our staff and members.
- Follow and maintain sanitary habits in accordance with CDC guidelines.
- Perform other duties as assigned

Qualifications

- Bachelor's degree in Early Childhood Education (or related field) and State certification or NYSED-approved certification; or Bachelor's degree in Early Childhood Education and 5 years of experience.
- Minimum of three (3) years of experience working with young children in a group setting.
- Knowledge of child development and developmentally appropriate practices.
- **Minimum Education Level:** Bachelor's Degree
- **Preferred Education Level:** Master's Degree
- **Minimum Education Level:** Bachelor's Degree
- **Preferred Education Level:** NYS Teacher Certification

Application Instructions

Please email your Resume to

chccnyformsdocument@gmail.com

or chccnymmorales2@gmail.com

In the subject line: Att: Ms. Morales /Resume 3K Lead Teacher

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