

Head 2'S Teacher

Scarsdale Congregational Church Nursery School

Scarsdale, NY 10583

Teacher

Part-time

Onsite

\$25.00 - \$35.00 an hour*

* Commensurate with experience

Posted on April 28, 2026

Organization Statement

Scarsdale Congregational Church Nursery School (SCCNS) is a non-sectarian preschool with the following objectives:

FOR THE CHILD, to supplement home experiences with wider learning opportunities in a loving, secure environment, and to provide a solid foundation for entry into elementary school.

FOR THE PARENT, to provide meaningful opportunities for involvement in your child's education, and to promote a positive and happy relationship with your child.

OUR PURPOSE IS TO:

Guide Children to play together happily and constructively

Promote the development of a positive self-image

Instill a desire to learn and explore new horizons

Increase awareness of and appreciation for our environment

Improve coordination and motor skills

Encourage verbal expression

Teach children to listen to others and follow directions Create companionship and friendship with other children and adults

Allow a child to enjoy being a child

SCCNS offers a caring, inclusive, and supportive environment for its families, students, and staff.

Job Description

Scarsdale Congregational Church Nursery School (SCCNS) is seeking a warm, creative, and experienced Head Teacher for its 2's classroom, which is a half-day morning program. The Head Teacher should have (or be in the process of completing) a degree in early childhood education or Child Development Associate (CDA) credential. For the right candidate, we will support their CDA tuition provided that they have 3+ years of teaching experience.

The Head Teacher reports to the Nursery School Director and is responsible for the general supervision and management of a class of 2 year-olds. This person must: be punctual; have a warm friendly personality; be sensitive to the feelings and needs of others; relate well to children and parents and other staff members, and be willing to fulfill responsibilities in accordance with the school's objectives, goals and educational philosophy.

The 2's classroom only meets for a half-day (8:45 AM - 11:30 AM) Monday-Friday. The Head Teacher is expected to arrive at least 30 minutes prior to the start of school and stay at least 15 minutes after dismissal as needed to tidy the classroom and prepare for the next day. The SCCNS school year starts immediately following Labor Day and ends early June. SCCNS follows the Scarsdale School District calendar for holidays and days off. Additional hours may be offered in order to staff our afternoon and/or summer program, but are not guaranteed. Staff is also required to take a 5-hour health and safety training prior to the start date and 15 hours each year of OCFS-approved training.

Responsibilities

The responsibilities of the Head Teacher include but are not limited to the following:

? Plan and implement and prep the class curriculum, including a monthly calendar for parents previewing the activities for the upcoming month, class field trips (to be planned in consultation with the Director), as well as the day-to-day program;

? Communicate with families with a welcome letter and or email as well as weekly/monthly emails as to classroom happenings

- ? Supervise and implement the classroom visitation program prior to school opening;
- ? Be responsible for the supervision and utilization of the Teacher in the class;
- ? Plan and prepare the learning environment, set up interest centers, and prepare needed materials and supplies;
- ? Be responsible for the ordered arrangement, appearance and décor of the classroom and ordering of specific classroom supplies. This also includes helping with general housekeeping tasks including cleaning of equipment, supplies and toys;
- ? Help each child to reach his or her potential and become an integral part of the group. Set goals for each child in class, and general goals for the age group. Treat each child with dignity and respect;
- ? Assist in caring for pets, such as insects and nature lore. Be prepared to share any special talents you may have with the children;
- ? Spot children with possible developmental delays and discuss possible approaches to meeting these needs with the Teacher, Director and the parents or guardian, as appropriate;
- ? Utilize the Record Book to keep accurate classroom records and assessments to evaluate each student's school progress, abilities and special needs;
- ? Attend all staff meetings, Parent's Nights in the fall, special after school events in the Spring like Family Night, Special Education meetings for a student, as well as other meetings that may occur from time-to-time;
- ? Assist the Director in planning and establishment of positive relationships with parents or guardians, including semi-annual Parent-Teacher Conferences;
- ? Promote a happy and nurturing environment in the school, and always maintain a professional attitude as well as loyalty to the school. Use positive methods and techniques in the classroom, knowing never to touch children physically for disciplinary purposes.
- ? Be familiar with and comply with all OCFS regulations.

Qualifications

The Head Teacher should have (or be in the process of completing) a degree in early childhood education or Child Development Associate (CDA) credential. For the right candidate, we will support their CDA tuition provided that they have 3+ years of teaching experience.

- **Minimum Education Level:** CDA Credential
- **Preferred Education Level:** Bachelor's Degree

Application Instructions

Please email a cover letter and resume to Melissa DiCostanzo, the SCCNS Director, at sccnschool@gmail.com.

Language Requirements

English