

Head Teacher/Admin

Charlotte's place

Brooklyn, NY 11231

Teacher

Full-time

Onsite

\$20.00 - \$30.00 an hour

Posted on June 4, 2026

Organization Statement

Infant/toddler center

Job Description

Manage the day to day operations. Greet families in the morning, communicate with parents during the day. Plan and implement activities. Manage staff.

Responsibilities

Day to day operations. Lesson plan. Oversee activities. Paperwork. Organizing.

Qualifications

Must have high school but BA with ECC preferred.

- **Minimum Education Level:** Highschool Graduate or GED
- **Preferred Education Level:** Bachelor's Degree

Application Instructions

Apply with updated resume.

Language Requirements

English

Additional Information

Must be upbeat and friendly.

Downloaded from Early Childhood Job Board on June 4, 2026
Source URL: <https://earlychildhoodny.org/cdsc/job.php?job=5565>