

Certified Prek Teacher

Tots 2 Teens, LLC

Spring Valley, NY 10977

Teacher

Full-time, Part-time

Onsite

\$25.00 - \$37.00 an hour

Posted on September 14, 2026

Organization Statement

Tots 2 Teens, LLC is an early childhood education center in Spring Valley, New York, dedicated to providing safe, nurturing care and joyful learning. We support each child's academic, social, and emotional growth through engaging activities, caring educators, and strong family partnerships. Our goal is to help children build confidence, independence, and a strong foundation for kindergarten and lifelong learning.

Job Description

UPK Lead Teacher — Tots 2 Teens, LLC

Location: Spring Valley, NY

Schedule: Part-time, Monday–Friday; school-year program

Tots 2 Teens seeks a caring, dependable, NYS-certified teacher to lead our Universal Pre-K classroom. The teacher will prepare children for kindergarten through engaging, developmentally appropriate learning experiences.

Responsibilities

- Plan lessons that build early literacy, math, language, and social skills.
- Create a safe, nurturing, inclusive classroom.
- Guide behavior through positive reinforcement and consistent routines.
- Assess children's progress and maintain accurate records.
- Communicate regularly with families.

- Supervise classroom assistants and coordinate daily activities.
- Follow program policies and applicable OCFS and district requirements.

Qualifications

- Valid NYS teaching certification appropriate for the UPK assignment.
- Experience teaching preschool children preferred.
- Strong classroom management, communication, and organizational skills.
- Ability to meet required background clearance and training requirements.

Compensation: Based on qualifications and experience.

Responsibilities

UPK Teacher Job Responsibilities

- Plan and teach engaging, age-appropriate lessons aligned with UPK learning goals.
- Build children's early literacy, math, language, and social-emotional skills.
- Maintain a safe, nurturing, and inclusive classroom.
- Supervise children during learning activities, meals, bathroom routines, and transitions.
- Use positive guidance to support behavior and resolve conflicts.
- Observe and assess each child's progress; maintain accurate records.
- Adapt activities to meet individual learning needs.
- Communicate regularly with families about progress and concerns.
- Guide classroom assistants and coordinate daily routines.
- Maintain attendance, lesson plans, and required documentation.
- Follow OCFS regulations, district requirements, and center policies.
- Participate in staff meetings, professional development, and family conferences.

Qualifications

Applicant Qualifications — UPK Teacher

- Valid New York State teaching certification appropriate for a UPK classroom.
- Bachelor's degree in early childhood education or a related field.
- Experience working with preschool children preferred.
- Knowledge of child development and developmentally appropriate teaching practices.
- Ability to plan lessons, assess progress, and manage a classroom using positive guidance.
- Strong communication, teamwork, and organizational skills.
- Ability to support children with diverse learning needs.
- Must complete required background clearances and mandated training.
- CPR and First Aid certification preferred.

- **Minimum Education Level:** CDA Credential (with credit-bearing certificate)
- **Preferred Education Level:** Associate's Degree

Application Instructions

Please submit your résumé, a brief cover letter, and a copy of your New York State teaching certification. Include contact information for two professional references and your availability.

Email your application to Tot2teens123@gmail.com with the subject line “**UPK Teacher Application – [Your Name].**”

Selected applicants will be contacted for an interview. Employment is contingent upon verification of credentials and completion of required background clearances.

Language Requirements

English

Additional Information

Tots 2 Teens seeks a dependable educator who values teamwork, strong family partnerships, and joyful learning. Employment is contingent upon credential verification and required background clearances. Tots 2 Teens is an equal opportunity employer.”

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