

**Title:** Daycare Lead Teacher Opportunity (2-year old classroom)

**Reports To:** Center Director

**About:**

Tiny Treasures Academy in Staten Island is excited to offer a daycare and wellness center for kids under the age of 6 with a twist on traditional ways of enhancing our children's development. We differentiate ourselves by offering a holistic approach in both body and mind to equip kids with tools for a healthier and happier life.

We are looking to hire a qualified Lead Teacher to lead our classroom of toddlers from 9am until 6pm daily, and establish and sustain a positive learning environment for children.

**Responsibilities:**

The Lead Teacher is responsible for general administrative duties as assigned, for supervision of subordinate staff, and for planning, preparing, and implementing daily activities, monitoring children's progress, and maintenance of related records for assigned classroom.

Lead Teachers work with or under the supervision of the center Director to perform the following general duties:

- Develop developmentally appropriate curriculum for her/his assigned classroom and work together with the Director and other staff members to foster an atmosphere of goodwill, open communication, and teamwork.
- Ensure the safety and security of each child.
  - o Safeguard all classroom supplies and equipment, and account for any misused, damaged, or missing supplies or equipment.
  - o Comply and maintain a safe nurturing environment for students and staff that is conducive to learning. Provide guidance and direction in maintenance and hygiene routines.
  - o It is the obligation of the Lead Teacher to report to the supervisor and/or Director any action or behavior by any person which might be detrimental to a child or group of children within the Center.
  - o Observe children for any suspected or disclosed signs of child abuse or child neglect and report them immediately to the center director or person in charge in accordance with Tiny Treasures Academy policy and procedures.
- Keeping the appropriate ProCare application fields up-to-date:
  - o Ensure all lesson plans are applied on a monthly basis
  - o Enter activities throughout the day
  - o Photograph and video the children engaged in the activities throughout the day
  - o Log developmental milestones for each child as they are achieved
  - o Communicate with the family via the application tools to keep them informed
- Engineer the classroom, design it, lay it out, and manage the space in such a way as to make learning possible and probable.
- Responsible for participating with a team (i.e., teacher's assistant and director) on a daily basis in planning curricula.

- Attends and engages in staff and parent meetings, including biannual Parent/Teacher conferences.
- Create and maintain relationships with every child/family and assess their needs.
- Participate in staff development workshops and quarterly wellness programs.
- Maintain their training and certification as required by the New York State Department of Health.
- Work in partnership with your teacher's assistant to celebrate achievements, adventures and milestones for individual children and as a classroom.

**Requirements:**

- Possess a solid understanding of development throughout early childhood and has knowledge of how to facilitate learning.
- Friendly and approachable demeanor.
- Maintain a professional appearance, attitude, and work ethic at all times.
- Shall be at least 21 years of age and have **one** of the following:
  - o Associate (AA or AS) degree in Early Childhood Education
  - o Child Development Associate certification and study plan for AA or AS within 7 years
  - o High school diploma or GED and various combinations of college credits, work experience and study plan specified in the Code

**Benefits:**

- 15 vacation days
- 5 personal/sick days
- Insurance available upon discussion