

**SIDNEY ALBERT ALBANY JEWISH COMMUNITY CENTER
ALBANY, NEW YORK**

JOB DESCRIPTION (As of 01/2019)

TITLE: Early Childhood Lead Teacher
SUPERVISOR: Early Childhood Director
DEPARTMENT: Early Childhood
CLASSIFICATION: Full time

The Early Education Lead Teacher is responsible for the academic, social-emotional growth and development of all children in their care, which may include toddlers and/or preschool age children; develops partnerships with birth parents/child's caregivers to engage and encourage parent participation in program. Lead Teacher is also responsible for assuring compliance with codes of all State and local governing contracting agencies; and works collegially with other staff members.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Perform duties as planned under the leadership of the Early Childhood Director.
- Greet each child in assigned group
- Maintain open, friendly, and cooperative relationships with each child's family, and encourage their involvement in the program
- Daily attendance reports
- Maintain a safe environment based on safety standards set by the program
- Daily planning and execution of all classroom and outdoor activities that encourage curiosity, exploration, and problem-solving; appropriate to the developmental levels of the children
- Create a classroom environment conducive to learning and appropriate to the physical, social, and emotional development of children, with an emphasis on language development and emergent literacy skills
- Encourage children to participate
- Play with the children, including getting down on the floor to interact with children.
- Assist in the selection of books, equipment, and other instructional materials appropriate to the developmental levels of the children
- Support the social and emotional development of children

JOB KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of child development theory and best practices in early childhood group care and education.
- Early Child Development knowledge and experience.
- Knowledge in Desired Results, Developmental Appropriate Practices.
- Knowledge of State Subsidized Program Requirements for Center Programs.

- Good communication, problem solving, and priority setting skills as well as maintaining an overall positive and professional attitude /disposition.
- Ability to effectively plan, organize and implement educational activities.
- Must be able to manage confidential information.

EDUCATION AND EXPERIENCE

- Associates Degree in Early Childhood Education Required, minimum of CDA
- First aid/CPR certificate
- Satisfactory completion of background check.
- At least 3-5 years' experience working in an early childhood setting with at least 1-2 years of head teacher experience
- Experience working with persons from diverse cultural and economic backgrounds.
- Must be flexible and adaptable to meet the needs of the children and the program
- Exemplary written and spoken communication skills
- Strong collaboration skills; able to work well with a team
- Effective multitasker; can prioritize tasks based on importance and deadlines
- Must pass background check before starting employment

PHYSICAL DEMANDS

- Lifting and carrying children
- Close contact with children
- Direct supervision of children
- Diaper changing
- Assisting children with toileting and hand washing
- Ability to interact with children on the floor

OTHER

- Assist with fundraising events as needed
- Spearhead or assist on special projects as may be assigned
- Perform other duties as assigned

This job description is not intended to be all-inclusive and the successful candidate will also perform other reasonably related business duties as assigned by their immediate supervisor and/or other management staff as required. The JCC reserves the right to revise or change job duties as the need arises. Every employee of the SAAJCC is an at-will employee, and this job description does not constitute a written or implied contract of employment.