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.