990 Pelham Parkway South ~ Bronx, NY 10461
☎: 718-792-1800 ~ 🖷: 718-792-6802
💻www.bronxhouse.org

Pre-K Head Teacher Job Description

Bronx House proudly offers a Pre-k For All (PKA) program in conjunction with the NYC Department of Education. Our PKA program offers a warm, nurturing, stimulating atmosphere where children can expand their skill set and discover the joys of learning in a classroom setting.

Hours: Monday-Friday 8am-4pm- 10-month position

Position: Full Time

Salary: $68,652 (Master's Degree and Certified). Study plan will be determined on credentials and experience.

*Candidate must be approved by Department of Health and Mental Hygiene

The Head Teacher leads the PKA efforts to make classrooms warm, welcoming and effective in helping children to meet child development and academic goals, and in helping families to engage in their children's education.

Required Experience/Licenses

- Master's Degree in Early Childhood Education or Educational Study Plan to complete Degree. **OR**
- Bachelor's Degree in Early Childhood Education or related field and an Educational Study Plan toward completion of degree.
- NYS Early Childhood Certification (Birth –Grade2), or related field or Educational Study Plan to complete certification.
- At least two years of classroom experience in an Early Childhood setting
- Demonstrated capacity in planning classroom activities, observing children's behaviors, and maintaining educational records
- Familiarity with Prekindergarten Foundation for the Common Core (PKFCC), Teaching Strategies GOLD and Creative Curriculum best practices in authentic assessments.
- Knowledge of Microsoft Applications, Video Conferencing Applications (Google Meets, Zoom and Google Classroom)

Preferred Core Competencies:

- Provide students with a nurturing, safe, and healthy environment to help them develop socially, intellectually, physically, and emotionally in relationship to their individual learning goals.
- Develop activities and opportunities in accordance with The Department of Education Creative Curriculum and the NYS Pre-Kindergarten Standards for the Common Core.
- Knowledge of state and local rules and regulations that govern childcare, including, but not limited to DOH Article 47 and Early Childhood Development standards in the areas of health, safety and nutrition; and state regulations governing the identification and reporting of child abuse and neglect.
- Knowledge of child development including typical and atypical language, cognitive, motor, social, and self-help skills development.
- Ability to provide services to all children and families with respect and dignity.
- Assist in ensuring parent involvement and/or awareness in program planning through regular open communications, center parent meetings and events, parent newsletters for the summer program, and parent conferences as needed.
- Collaborate with Assistant Teacher regarding program development and implementation.
- Comply with required documentation and record keeping responsibilities for both the classroom setting and for individual children.
- Implement and provide adequate active supervision, safety practices and guidance.
- Attend and participate in required activities, events, and professional development.
- Ensure records on children and families are current, complete, and confidential.
- Ensure all required reports are completed accurately and in a timely manner as per the Early Childhood Center Director's request.
- Propensity for problem-solving.
- Ability to relate to families in a holistic fashion that incorporates education, social services, health and nutrition, and family issues.
- Experience working with groups and/or families from diverse cultural, economic, and ethnic backgrounds. Must have knowledge of and sensitivity to the educational and socio-economic needs of the children and families served in UPK.
- Knowledge of community resources to support appropriate referrals.
- Willingness to comply with the established agency performance standards which may include productivity/personal responsibility, embracing a team player orientation, and maintaining a professional demeanor.
- Demonstrate self-motivation, continual learning, and taking initiative.
- Practice professional, effective, and good interpersonal communication skills.
- Nurturing character that enables the building of a respectful, trusting and loving relationship with children and their families.
- Ethical and professional conduct that enables the building of a respectful, trusting and collaborative relationship with the center staff.
- Modeling of appropriate behavior for children, parents, and other staff.
- Ability to be responsible for the completion of assigned tasks and projects.
- Ability to understand the importance of family information and to keep it confidential.
- Perform other duties as required.
- Bilingual in Spanish, Albanian, or Chinese (Mandarin) preferred.

How to apply: Please submit cover letter and resume to natasha@bronxhouse.org. Put in the subject area the title of the position that you are interested in obtaining. No phone calls please