

LEAD PRESCHOOL TEACHER

KIDCENTRAL cny

PRESCHOOL PROGRAM

Reports to: Executive Director and/or Assistant Director

Required Hours: Part time or Full Time 25-40 hours; hourly rate is commensurate with experience, years of service and educational background.

The Preschool Lead Teacher is a part time or full-time paid staff member who is professional and energetic. She/He is responsible for general classroom management, supervision of students in our school age program, as well as designing fun and engaging activities for the children. In this role you will help plan classroom activities, help with snack times and clean up, and ensure a safe and clean classroom at all times. In addition, the Lead Preschool Teacher will work with the Executive Director to develop an appropriate curriculum and plan activities that are consistent with the mission of the program. He/she will be empowered to create educational and engaging activities, continue to improve current programming, and create future opportunities to care for children at Kid Central CNY.

EDUCATION

- **Must** have Associates degree in Early Childhood, Child development, or related field OR Child Development Associate Credential OR Other Office-recognized credential specific to the preschool development period AND One year experience related to caring for children OR 9 college credits in Early Childhood, Child Development or a related field, with a plan of study leading to a Child Development Associate credential OR Associates Degree in Early Childhood, Child Development, or a related field AND Two years experience related to caring for children (See OCFS regulations Part 413 for more details).
- **Must** complete a minimum of 30 hours of New York State required childcare training every two years of employment (15 hrs within the first 6 months)

EXPERIENCE/SKILLS

- Knowledgeable of educational strategies and child development
- Exceptional in group management and problem-solving
- Strong in verbal and written communication
- Ability to work as part of a team within a non-profit church community
- Model strong classroom and behavioral management skills, ensuring staff as well as program participants follow standards and program rules
- Proficient in team-building and collaborative leadership
- Demonstrate key competencies including: initiative, teamwork, and adherence to the highest professional conduct
- **Must** be able to interact appropriately with students of all ages and skill levels, as well as with parents, coworkers and management
- **Must** be able to lift a minimum of 40 pounds on a consistent basis throughout the workday to at least waist high

RESPONSIBILITIES/DUTIES

- Inspire and teach children ages 3-5 years old each day at Kid Central CNY
- Promote the Philosophy, Mission and Vision of Kid Central CNY
- Assist in maintaining appropriate standards for children's discipline and behavior standards of Kid Central CNY
- Develop and maintain professional relationships with program co-workers, families, and others
- Provide biblical counsel to students when social, academic, or other problems arise
- Ensure that the highest standards of organization, cleanliness, appearance and a safe environment of Kid Central CNY are maintained at all times
- Help with all classroom paperwork, such as daily notes, student accident reports, and attendance reports
- Ensure that all classroom and outdoor equipment are in good working condition and are used and maintained properly
- Help arrange the classroom(s) into well-defined interest areas
- Maintain family information board and other classroom bulletin boards
- Communicate appropriate information to parents and maintain developmental profiles for children in your group
- Turn in lesson plans, curriculum plans, and supply requests in a timely manner
- Assist in maintaining and providing periodic testing of emergency response plan

- Know and follow all policies and procedures
- Be available to fill in shifts when needed
- Participate in scheduled staff meetings and trainings
- Assist in daily set-up and clean-up of program area
- Be available to work some vacation and school closure days
- Create and implement curriculum while supporting support assistant teachers.
- Create and post schedule of activities
- Help oversee Kid Central CNY, I+C Preschool students
- Work closely with the Executive Director assessing the programs, services and needs of Kid Central CNY Preschool program on an on-going basis

EXPECTATIONS

- Serve as a positive role model, uphold professional behavior, and work closely with all staff and participants in a team-based, respectful setting
- Employment clearance through Kid Central CNY and OCFS; this includes but is **not** limited to fingerprinting and drug testing

***Kid Central CNY, LLC** is an Equal Opportunity Employer and a ministry of **North Central Church** northcentral.org. We believe God has purposefully and perfectly positioned us in north central New York to partner with and support families.*

Kid Central CNY, LLC. Office Hours: M-F 9a-3p
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