Title: Lead Teacher
Location: Urban Horizons Early Childhood Development Center Early Learn/Head Start
Reports to: Center Director/Education Director

About Us:

The Women’s Housing and Economic Development Corporation (WHEDco) is a community development organization founded on the radically simple idea that all people deserve healthy, vibrant communities. We build award-winning, sustainable, affordable homes – but our work is not over when our buildings are complete. WHEDco believes that to be successful, affordable housing must be anchored in strong communities that residents can be proud of. WHEDco’s mission is to give the South Bronx access to all the resources that create thriving neighborhoods – from high-quality early education and after-school programs, to fresh, healthy food, cultural programming, and economic opportunity. See www.whedco.org for more information.

Job Summary:

WHEDco seeks a Lead Teacher to head a classroom in the Urban Horizons Early Childhood Discovery Center, a year-round Early Learn NYC and Head Start program for three-and four-year-old children. The Center serves 111 pre-school students from over 20 different countries. WHEDco’s full-day program offers a nurturing environment that allows children to develop confidence, think creatively, analyze information and communicate effectively. Each year 100% of the students graduate prepared for kindergarten, ensuring that they begin their school careers ready to succeed.

The Lead Teacher has primary responsibility for classroom operation including planning, carrying out activities, maintaining the classroom environment, and supervising children. The Lead Teacher also conducts parent/teacher conferences, supervises teacher assistants and classroom volunteers.

Responsibilities:

- Plans and maintains a safe and clean learning environment, and assures the well-being and safety of children in her/his care.
- Supervise the planning and execution of a program that takes into account the educational, social, developmental and health needs of the group as well as the individual child.
- Develops activities that are appropriate to the age and developmental level of the children.
- Uses community resources and a multicultural approach in planning a program to enrich the educational experience of children.
- Along with the Educational Director, supervise, lead and direct the Assistant Teachers and volunteers assigned to the classroom.
- Develops plans by which information concerning the child and the program can be shared with the parent.
- Conducts two home visits per year in collaboration with the family services team.
Qualifications:

- Master’s degree in Early Childhood Education with New York State Teacher Certification preferred; Bachelor’s degree in Early Childhood Education or Child Development with early childhood teaching experience required
- Proven ability to read, write, and speak clearly in English required; Fluency in a language common among participant families is a plus
- Familiarity with and a commitment to Incredible Years teaching strategies and/or Mindfulness in Education philosophy a plus
- Strong organizational and communication skills
- Satisfactory completion of medical examinations as well as other required pre-employment screenings
- Must be able to lift up to 30 pounds as well as the ability to conduct home visits using public transportation which involves climbing stairs.
- Previous work experience in low-income communities preferred

Excellent benefits and competitive salary based on experience.

To apply, please send your cover letter and resume to DiscoveryCenterJobs@whedco.org with “Lead Teacher” in the subject line.

WHEDco affords all qualified applicants equal employment opportunities without discrimination because of race, creed (religion), color, sex, national origin, sexual orientation, military status, age, disability, predisposing genetic characteristic, marital status or domestic violence victim status, or any other category protected by law. WHEDco follows the requirements of the New York Human Rights Law with regard to non-discrimination on the basis of prior criminal conviction and prior arrest.