Title: Lead Teacher  
Location: Urban Horizons Early Childhood Development Center Early Learn/Head Start  
Reports to: Center Director and 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 to live in 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 of which residents can be proud. WHEDco’s mission is to create and bridge access to resources in the South Bronx that support 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.
- Engage Assistant Teachers in lesson planning and implementation.
- Along with the Teaching Assistant, responsible for daily data collection.
• Responsible for assessing children and entering the information in the COR Advantage assessment system on a weekly basis.
• 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.
• Any and all other duties and responsibilities as assigned by Center Director and Education Director.

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.
• Excellent interpersonal, organizational, verbal and written communications skills.
• 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.
• 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.

All new hires must provide proof of having received at least one dose of a U.S. Food and Drug Administration (“FDA”) authorized COVID-19 vaccine by their first day of employment, and proof of full vaccination within 30 calendar days.

To apply, please send your cover letter and resume to svasconcelos@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.