



## **JOB ANNOUNCEMENT**

Hamilton-Madison House's Early Childhood Services department is seeking a part time Pre-K Head Teacher (HT) in our Early Childhood Program which serves children between the ages of 3-5 years.

We are seeking a warm, responsible, dedicated teacher, sensitive to the needs of young children and their families and able to work well with others. The HT sets the tone for the class, creating and implementing a developmentally-appropriate curriculum that meets the needs and interests of a given group of children. The HT also ensures that all paperwork is completed in a thorough and timely manner and that all health and safety regulations are observed. This position reports to the Education Director.

### **Minimum Qualifications:**

- BA in Early Childhood Education or related field and NYS Education Department Early Childhood Certification.
- Certified with MA in Early Childhood Education or in a program which will guarantee permanent certification at its completion preferred
- Ability to work positively and patiently with children, parents and staff
- Possess good computer skills
- Bilingual English/Chinese (Mandarin) a plus

### **Responsibilities:**

Work within the framework of the sponsoring agency of the child care center and carry out its functions, policies, and procedures

### **INTERACTION BETWEEN FACULTY AND CHILDREN**

- Interact frequently, affectionately and respectfully with all children every day
  - This includes: smiling and comforting children
  - When in close proximity to children, speaking in a calm, friendly, soft and courteous manner.
- Be available and responsive to children's needs, questions and requests
- Encourage and model social behavior and expectations that are developmentally appropriate
- Intervene in play in order to maintain safety
- Communicate directly with each child at the child's level

### **PHYSICAL ENVIRONMENT, HEALTH, SAFETY, AND NUTRITION**

- Supervises given group of children at all times
- Maintain accurate attendance records
- Complete appropriate paperwork (accident reports, allergy lists, etc.).

- Maintain a clean and safe environment for children at all times. Encourages respect for classroom materials and notifies supervisor in advance when supplies are needed
- Arrange the space in clearly defined, well-organized centers to promote optimal program functioning
- Organize a variety of materials and equipment as to encourage maximum constructive use
- Understands the responsibilities as a mandated reporter

**PHYSICAL DEMANDS:** Work is primarily performed in the center environment which is a dynamic place with a high level of physical activity.

- Must be able to
  - stand for a majority of the day
  - bend to be at a child's eye level
  - perform all activities with the children including; running, dancing, walking, jumping, etc.
  - move from a seated position to a standing position promptly to respond to emergency situations
- Must possess acceptable hearing and visual capabilities in order to monitor the environment and children's well-being.

## **CURRICULUM**

- Create and implement a rich and developmentally appropriate curriculum based upon the needs and interests of the students, with a focus on intellectual, social, emotional and physical growth
- Plan and implement child-oriented, self-initiated activities while limiting large group, faculty-initiated activities
- Provide more than one option for group activity and maintain flexibility in changing planned activities, according to children's interests
- Assess the skills, abilities, interests and needs of children consistently throughout the year
- Create documentation of children's accomplishments through anecdotal notes, work sampling and/or portfolios
- Plan the use of community resources to enrich the educational content of the program
- In a timely fashion, complete all documentation, including, but not limited to, weekly lesson plans, anecdotal notes, checkpoints, home visit forms, parent-teacher conference forms
- Take into consideration the individual needs of children and differentiate instruction to meet student needs
- Design an environment that responds to the children's individual developmental levels, physical needs and interests
- Provide a variety of developmentally appropriate materials and activities that foster social skills, encourage children to think, problem solve, question and experiment
- Foster positive self-concept development by supporting individuality, independence, and

the ability to make choices

- Encourage creative expression that is individualized
- Plan a daily schedule that provides a balance of activities: quiet/active, indoor/outdoor, fine/gross motor, etc.

### **FACULTY/PARENT INTERACTIONS**

- Acknowledge parents and all classroom visitors
- Demonstrate a friendly, courteous and accommodating demeanor at all times
- Respond to parents' comments and concerns with sensitivity, interest, and respect while maintaining confidentiality
- Invite input from parents concerning their child's development and care
- For Parent Teacher Conferences, prepare detailed notes concerning each child's development keeping in mind the family's concerns and former input

### **TEAMWORK**

- Keep the supervisors informed of any necessary information regarding the care and safety of children
- Establish and maintain a relationship built on trust, cooperation and respect with co-workers
- Promote the professional growth of classroom associates through regularly scheduled individual meetings where the associate's performance is based on daily observations as well as applications of new skills acquired through training and experience
- Establish and maintain collaborative relationships with other community service providers working with children
- Offer and share ideas and materials with co-workers
- Communicate directly, work to resolve conflicts quickly

### **PROFESSIONALISM**

- Attend and participate in all staff meetings, center events, and parent/teacher meetings
- Demonstrate flexibility in assignment and work hours
- Be receptive to feedback and willing to change practices to best serve children
- Maintain confidentiality about issues concerning other faculty members, children and families
- Demonstrate knowledge of ages and stages of development
- Ensure continuity of care for children by reporting to work on time and maintaining consistent attendance
- Continue professional growth by attending courses, asking for feedback, and reading professional literature
- Check HMH email daily as well as staff mailboxes weekly

### **LEADERSHIP**

- Collaborate with team in developing an action plan to implement classroom goals and a

quality program

- Model exemplary behavior with children, parents, and co-workers and give direction as needed to less-experienced faculty, including substitute teachers and volunteers
- Orient new team members to classroom routines, curriculum practices, and parent communication
- Observe children for signs of learning differences or emotional problems and take appropriate action

Compensation: Commensurate with qualifications and experience

Hours: Monday to Friday, 20 hours per week

To Apply: Submit cover letter and resume to:

Fax: 212-349-2793

Email: [hrdept@hmhonline.org](mailto:hrdept@hmhonline.org)

Posting Date: January 3, 2022

Application Deadline: Until filled

**Hamilton-Madison House is an Equal Opportunity Employer**