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**Job Announcement**

**Children's Corner Early Childhood Center**

**Position:** Head Teacher- Headstart

**Supervisor:** Education Director

**Overview:** Children’s Corner is located at 565 Livonia Ave in East New York, Brooklyn serve children from 2 years to 5 years using the “Dual Model” for serving Head Start and Child Care eligible children and their families. Following Head Start Performance Standards the program aims at providing comprehensive early childhood care and education including health, nutrition, mental health and school readiness curricula and measurements to address achievement gaps. Family services are fully integrated into each aspect of the program to ensure full participations from families. The two centers are funded through an Early Learn award from NYC Administration for Children Services and Private Foundations.

**Responsibilities:**

* Implement curriculum to provide positive learning experiences for children
* Supervise Assistant Teacher, Teacher’s Aide, and volunteers/interns
* Plan and conduct daily classroom plans, maintain observation logs, and other documentations
* Attend and participate in staff meetings and Staff Development training/workshops
* Participate in planning and implementation of field trips
* Assess the developmental needs of the children on a timely basis and plan activities to meet their individual needs
* Work with Education Director to ensure equipment and supplies are in good condition
* Participate in Parent Orientation, Home Visits, and Parent-Teacher Conferences
* Assist with implementation of the program evaluation process
* Plan and use community resources that enrich the educational content of the program
* Promote sound parent relationships
* Work with children with special needs, attend case conferences and follow-up services
* Maintain good working relationships with supervisors and peers
* Work with supervisor in completing annual job performance evaluation of self and staff
* Perform other duties as assigned by supervisor

**Qualifications:**

* Bachelor’s Degree in Early Childhood Education or other related field required
* Master’s Degree in Early Childhood Education or other related field
* One year teaching experience working with children (age 3-5)
* New York State Teaching Certificate or eligible for certification based on study plan
* Bilingual English/Spanish preferred

**Hours**: 35 hours per week

**Salary:** Union Scale based on education credentials

**Send cover letter and resume to:** https://workforcenow.adp.com/jobs/apply/posting.html?client=ussofny&jobId=10119&lang=en\_US&source=CC832026

(No telephone inquires please)