



Brooklyn Community Services

Position: **Substitute Certified Lead Teacher**
Program/Department: Early Childhood Programs, Duffield Children's Center
Reports to: Program Director
Work Location: 101 Fleet Place, Brooklyn. NY 11201
Hours: Varies, As needed in the absence of Program Director and/or Lead Teacher

Position Summary:

Our Early Childhood education program is designed to enhance the physical, social, emotional, cognitive, and language development of young children through high quality educational and social services for themselves, their families. Group Teachers supervise an assistant teacher and a classroom aide and plan and execute quality learning experiences for children using NYS Common Core and Creative Curriculum for Preschoolers.

Responsibilities:

- Provide classroom coverage in the absence of the Lead Teacher
- Supervise an assistant teacher, a classroom aide and classroom volunteer; plan and execute quality learning experiences for children.
- Responsible for appropriate arrangement of classroom; plan the use of community resources to enrich the educational content of the program.
- Prepare weekly lesson plans according to NYS Common Core, Creative Curriculum, and program school readiness goals; develop sound educational practices appropriate to the age and development of children in order to prepare for positive learning experiences.
- Conduct child observations, complete quarterly Child Development Assessments (Creative Curriculum), and hold quarterly parent conferences and/or conduct home visits twice per year. Actively participate in team meetings and supervision sessions. Collaborate with team to implement a high-quality learning environment.
- Develop and maintain positive relationships with parents and families of children served; Maintain good relationships with colleagues and administrators; Conduct observations and assessments of children and the classroom environment.
- After care coverage when necessary.
- Other related duties, as assigned, consistent with above.

Qualifications:

- BA/BS in Early Childhood Education
- NYS Certification Birth – 2 years old or Nursery – 6 years old.
- Minimum two years of previous teaching experience in Nursery -Kindergarten required
- Demonstrated ability to organize and maintain record keeping systems
- Ability to collaborate and build relationships
- Knowledgeable in NYS Common Core, Creative Curriculum and Teaching Strategies Gold.
- Criminal background check, Child Abuse check and fingerprinting required.

Contact:

Email cover letter and resume to:
Ms. Sharon Turner, Education Director
sturner@wearebcs.org

EQUAL OPPORTUNITY EMPLOYER