

87-34 85th Street, Woodhaven, NY 11421

718-296-6683

Director: Elaine Tellstone

Qualifications:

- B.A in Early Childhood Education and NYS Certified in Early Childhood Education
- First Aid and CPR Certified, Mandated Reporter, (SCR) Criminal Review, DOI Fingerprinting
- At least one year experience working with preschool children
- 3 Professional/Personal references
- Physical examination
- Infectious diseases training

Duties and Responsibilities include, but not limited to:

- Create a classroom instructional program following age appropriate lessons
- Ensure units and lesson plans are aligned to the Common Core Standards
- Ensure centers reflect the current unit
- Provide attention to children's individual needs and talents
- Maintain and promote good rapport with students, parents, staff members and church staff
- Attend professional development meetings
- Maintain a safe learning environment
- Maintain a portfolio for each student with student's work samples
- Follow Work Sampling System (W.S.S.) checkpoints for Narrative completion
- Ensure W.S.S summaries are completed for all students
- Make informal and formal observations of the children
- Conduct parent teacher conferences
- Provide weekly lesson plans to the administrator
- Provide monthly units
- Report to Educational Director and administrator
- Conduct monthly fire drills
- Adhere to DOH and DOE regulations
- Follow work schedule and be punctual