



Title: Full-time Lead Teacher
Location: WHEDco's Urban Horizons Early Childhood Discovery Center
50 East 168th Street, Bronx, NY
Reports to: Education Director

The Women's Housing and Economic Development Corporation (WHEDco) is a community development organization founded on the radically simple idea that all people deserve 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 that residents can be proud of. WHEDco's mission is to give the South Bronx access to all the resources that create 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.

WHEDco affords all qualified applicants equal employment opportunities without discrimination because of race, creed (religion), color, sex, gender (including gender non-conforming characteristics), 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.

Job Summary: WHEDco seeks a Lead Teacher to head a classroom in the Urban Horizons Early Childhood Discovery Center, a year-round nationally-accredited 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.

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, clean learning environment, and assures the well-being and safety of children in her/his care;
- Supervises the planning and execution of a program that takes into account the educational, social, emotional, developmental and health needs of the group as well as the individual child;
- Develops and carries out 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 the children;
- Along with the Educational Director, responsible for the supervision, leadership and direction of the teacher assistants and volunteers assigned to the classroom;
- Develops and executes communication plans for the purpose of sharing information between the program and each child's family and/or caregivers.

Qualifications:

- Master's degree in Early Childhood Education with NY certification preferred; Bachelor's degree in Early Childhood Education or Child Development with early childhood teaching experience required.
- Familiarity with and a commitment to Incredible Years teaching strategies and/or Mindfulness in Education philosophy, a plus.
- Demonstrated leadership ability.
- Cooperative, can-do attitude with strong willingness and ability to work as a team.
- Strong organizational and communication skills.
- Satisfactory completion of medical examinations as well as other required pre-employment screenings.
- Must be able to lift up to 20 pounds as well as the ability to conduct home visits using public transportation and which involve climbing stairs.
- Bi-lingual preferred; English plus another language common among participant families.
- Previous work experience in low-income communities, preferred.

Excellent benefits and competitive salary based on experience.

To respond, send a cover letter and resume with the subject heading "Lead Teacher" to one of the following:

Email: discoverycenterjobs@whedco.org

Mail: WHEDco, 50 East 168th Street, Bronx, NY 10452

Attn: Urban Horizons Early Childhood Discovery Center