
Job Title	Group Teacher
PVN ID	QC-2211-005195
Category	Instruction and Social Service
Location	QUEENS COLLEGE
Department	Child Development Center
Status	Full Time
Annual Salary	\$40,304.00 - \$55,556.00
Hour(s) a Week	35
Closing Date	Jul 31, 2023 (Or Until Filled)

General Description

- Planning, implementing and supervising developmentally appropriate class activities in accordance with the policies, curriculum and philosophy of the Center.
- Preparing a warm and safe learning environment that is orderly, clean, safe and appealing to children.
- Supervision of Assistant Teachers to include training, evaluation, curriculum planning, parent communication and basic housekeeping responsibilities.
- Assisting the Educational Director in determining the classroom assignment of individual children.
- Observation, assessment and documentation of developmental milestones & learning for each child.
- Maintenance of classroom records including attendance and arrival/departure forms.
- Following all Center emergency and accident procedures, including the treatment and documentation of minor injuries in accordance with basic pediatric first aid/CPR training.
- Establishing and maintaining effective communication with parents & staff.

Other Duties

- Providing parents with written, formal and informal reports of their child's progress, through the use of evaluation forms, scheduled parent-teacher conferences and/or informal conversation.
- Assuming an equal share of the joint housekeeping responsibilities of the Center.
- Timely completion of all NYC DOH mandated trainings.
- Assisting children with toileting as needed.
- Assisting the Educational Director in the supervision of work-study, observation and intern students.
- Participation in all Center-wide activities, including those that may require occasional evening hours.
- Participation in public relations and fund raising events sponsored by the Center.
- Attendance at staff meetings and other in-person professional development events.
- Maintenance of a professional attitude and loyalty to the Center, using program policies as guidelines in relating to the parents, children and public.

- Special projects as assigned by the Educational and Executive Directors.

Qualifications

Must be NYS Certified/Licensed in Early Childhood Education