

# Universal Pre-K Teacher

Imagination Childcare Academy, Inc.

Rochester, NY 14624

Teacher

Full-time

Onsite

\$25.00 - \$33.00 an hour

Posted on July 1, 2025

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## Organization Statement

Imagination Childcare Academy, Inc. is a full day learning center that is committed towards providing top-rated child-care services coupled with a high-quality activity-based learning curriculum. Imagination Childcare Academy, Inc. is dedicated to providing a safe and nurturing environment for all children. Parents will feel comforted knowing that their child is spending his/her day in a place where he/she is encouraged to grow and learn at his/her own pace.

Imagination Childcare Academy, Inc. is dedicated to providing an exemplary early childhood program and committed to fostering the continued growth and development of each child on a cognitive, physical, emotional, and social level. Since children learn best through active involvement. Imagination Childcare Academy, Inc. provides an enriched, stimulating, and safe environment that encourages exploration and experimentation. Children are guided to question, hypothesize, solve problems, and express themselves creatively. The teachers at Imagination Childcare Academy, Inc. both respect and understand the uniqueness of each and every child and differentiate instruction to meet those individual needs. Children are continuously growing and developing in many ways every day.

The programs at Imagination Childcare Academy, Inc. are designed to meet the needs of all children by providing many experiences for them to practice and build upon the skills they already have while incorporating new knowledge. Our primary goal is to provide access to the opportunities that promote school success at the same time as recognizing and supporting each child's individual differences.

We believe that all children can learn; it is our job to create a setting where children's natural *Approaches to Learning* (Curiosity, Initiative, Engagement, and Creativity) are encouraged and built upon. We believe that children learn best by doing. A facilitated, activity-based setting provides children with opportunities to learn about their world through hands on experiences. Activities at Imagination Childcare Academy, Inc. encourage exploration and development of children's innate curiosity.

We consider Imagination Childcare Academy, Inc. a small community; a safe place where children, staff, and families work together as partners; a place where everyone feels a sense of belonging; a place where everyone is respected and celebrated for their diversity as well as their common bonds

## **Job Description**

Teachers for Imagination Childcare Academy, Inc. plan and implement learning experiences that advance the intellectual, emotional, social and physical development of children within a safe, healthy learning environment. They encourage the involvement of the families of the children of the program and support the development of relationships between children and their families.

## **Responsibilities**

### **Interact With Children**

- Use appropriate language, interactions, and positive discipline
- Treat every child with respect
- Model appropriate behavior
- Assist in instructing and supervising children in classroom activities
- Implement age appropriate activities that support our curriculum and the NAEYC standards
- Continuously monitor children to ensure safety at all times, and report child abuse and neglect when necessary.

### **Assess Children**

- Assess children on a regular basis using written, verbal and visual observation
- Take pictures and maintain anecdotal notes, written observations, and other approved forms of documentation for each child.
- Maintain a portfolio for every child
- Formally assess EVERY student 3 times a year, using Imagination Childcare Academy assessment tools

### **Curriculum Preparation:**

- Research, plan and develop age appropriate activities for lesson plans in conjunction with the collaborating teacher.
- Incorporate required activities into lesson plans that support children's development
- Prepare activities and materials that support lesson plans.
- During the probationary period, teachers submit weekly lesson plans to the Director, which includes assessment and purposefully planned activities that are in conjunction with the assessments. (What did you observe? What are kids doing? What do kids need to work on? How are your lesson plans going to meet those needs and use their strengths?) How are you going to differentiate instruction to ensure individual growth.
- Lessons include objectives and are tied to the Common Core Standards

### **Communicate with Parents:**

- Maintain open communication with parents by scheduling and conducting parent/teacher conferences and home visits
- Must conduct at least two conferences a year (October and May)
- As a parent advocate, help resolve issues or concerns that are raised.
- Inform parents about daily classroom routines, expectations, policies, field trips and volunteer opportunities.
- Communicate with parents about incidents that have been observed and/or recorded on site.
- Obtain all required classroom parental signatures such as on all incident reports and field trip permission slips.

- Maintain every child's BEE folder with up to date and accurate information

**Documentation:**

- Collaborate with the Teacher's Assistant to design and complete documentation panels for the classroom and hallways with the (Bulletin Boards)
- Complete all necessary paperwork for classroom activities, including attendance, screenings, parent teacher conferences, and home visits in a timely manner
- Maintain up to date and accurate education folders to include complete incident reports, and permission slips
- Maintain accurate and up to date portfolios
- Maintain classroom supply lists and inventory

**Supervision:**

- Support volunteers with the learning of classroom requirements
- Delegate duties as necessary to the Teacher's Assistant, and give constant feedback to facilitate professional growth.

**Administration:**

- Work collaboratively with the Director and all other staff in the building
- Actively participate in meetings which may include management, the teaching team, and/or parents
- Participate in team meetings. Communicate and share ideas and concerns with the Assistant Teacher and/or the Director.
- Participate in at least 30 hours of professional development every two years, with the first 15 hours being completed by the first 6 months of employment.

**Classroom Maintenance:**

- Help to maintain a clean and organized learning environment
- Sanitize all surfaces, equipment, and classroom toys

- Maintain a quality room arrangement in compliance with curriculum standards
- Routinely check classroom equipment and materials to ensure they are in good repair. This includes playground equipment as well.

### **Other Duties as Assigned**

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to talk, hear and see
- The employee frequently is required to stand, walk, sit; use hands to handle or feel; reach with hands and arms; and stoop, kneel, crouch or crawl.
- The employee must occasionally lift and/or move up to 30 pounds.
- Specific vision requirements include the ability to see at close range.
- At times, may require more than 40 hours per week to perform essential duties of the position
- Transportation time spent commuting between meetings, trainings, in-services and home visits.

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### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Internal office space and classroom

- The noise level in the work environment is usually moderate to high.

## Qualifications

**Education:** Bachelor's Degree in Education required, Master's Degree in Education (preferred)

**Experience:** At least one year working with preschool age children (Ages 3-5)

**Certifications:** Early Childhood B-2 and/or Students with Disabilities and/or Literacy B-6

**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to maintain confidentiality
- Excellent oral and written communication and presentation skills
- Demonstrated capability to interact, cooperate and maintain effective relationships with administration, staff, consultants, regulators, and parents in a team environment
- Capacity to assume responsibility for own professional development
- Detail oriented, logical, and methodological approach to problem solving
- Ability to plan and schedule the work of others
- Flexible, with the ability to work in a highly demanding, stressful environment
- Proficiency using word-processing system
- Ability to communicate effectively with others, including giving and receiving feedback on the quality of services
- Meet any specific content area requirements
- **Minimum Education Level:** NYS Teacher Certification
- **Preferred Education Level:** Master's Degree

## Application Instructions

Please send resume to Erin Medlar at: [emedlar@rochester.rr.com](mailto:emedlar@rochester.rr.com).

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