

Preschool Lead Teacher

Tiny Tunes Daycare

Bronx, NY 10472

Teacher

Full-time

Onsite

\$22.00 - \$32.00 an hour*

* Hourly rate is based on educational qualifications and relevant experience.

Posted on July 29, 2026

Organization Statement

The mission for Tiny Tunes Daycare Learning Center is to provide a safe, affordable quality childcare program for the families and the surrounding communities. In doing so, we support families in their efforts to work and/or attend school. Tiny Tunes Daycare provides a program for children ages 18 months to twelve years. We provide a safe, clean environment where children are encouraged to develop at their own pace. Tiny Tunes staff is committed to the families we serve, providing support and encouragement.

Job Description

The Lead Teacher is responsible for the overall operation and educational quality of the assigned classroom. This includes planning and implementing developmentally appropriate instruction, maintaining active supervision, completing child observations and assessments, maintaining required classroom documentation, communicating with families, and ensuring compliance with applicable **DOE and DOH requirements**.

Lead Teachers are expected to model professionalism, positive classroom management, appropriate interactions with children, and consistent adherence to health, safety, and child protection requirements.

Qualifications:

- Must be at least 21 years of age.

- Associate's Degree or Bachelor's Degree in Early Childhood Education, Child Development, or related field required.
- Minimum of 2 years of experience working as a Lead Teacher and/or Assistant Teacher in an early childhood setting.
- Strong knowledge of DOE curriculum expectations, child development, classroom management, and DOH health and safety regulations.
- Ability to maintain accurate classroom documentation, assessments, and compliance records.
- Must demonstrate professionalism, reliability, and the ability to provide active supervision at all times.
- Fluent/native English speaking, reading, and writing skills required.
- Bilingual candidates are encouraged to apply.
- Must be eligible to complete all required DOE and DOH clearances, fingerprinting, medicals, and mandated training prior to employment.

Responsibilities

Classroom Instruction & Curriculum

- Implement the DOE-aligned curriculum, lesson plans, and daily schedule.
- Plan and provide developmentally appropriate, engaging learning activities.
- Adapt instruction to meet children's individual needs and developmental levels.
- Maintain an organized, welcoming classroom with current displays, portfolios, and children's work.

Child Supervision & Safety

- Maintain active supervision and sight-and-sound supervision at all times.
- Conduct accurate head counts during transitions and follow required ratios.
- Follow safe sleep, naptime, transition, and dismissal procedures.
- Report safety concerns and never leave children unattended.

Health, Hygiene & Personal Care

- Conduct required health screenings and monitor children for signs of illness.
- Follow DOH health, sanitation, hygiene, and infection-control procedures.
- Assist children with meals, toileting, handwashing, diapering, dressing, and other personal care needs.
- Maintain a clean and sanitary classroom and safely store hazardous materials.

Child Observations & Documentation

- Complete required observations, assessments, lesson plans, and classroom documentation.
- Maintain accurate Teaching Strategies GOLD (TSG) records, portfolios, attendance, and other required records.
- Keep documentation current and organized for administrative review.

Family Communication

- Communicate professionally and respectfully with children, families, and staff.
- Share children's progress, accomplishments, and concerns through approved communication platforms.
- Promptly report significant health, behavioral, developmental, or safety concerns to administration.

Incident Reporting & Child Protection

- Immediately report and document incidents, injuries, illnesses, and behavioral concerns.
- Follow all mandated reporter, DOE, DOH, confidentiality, and child protection requirements.
- Physical, verbal, or emotional abuse is strictly prohibited and may result in immediate termination and reporting to the appropriate authorities.

Classroom Leadership & Compliance

- Lead the classroom and ensure daily routines, instruction, supervision, and documentation are properly maintained.
- Ensure compliance with DOE, DOH, and program policies and procedures.
- Collaborate effectively with Assistant Teachers and administration.
- Promptly communicate classroom, staffing, safety, supply, or operational concerns.

Qualifications

Required Qualifications

- Must be **at least 21 years of age**.
- **Associate's or Bachelor's degree** in Early Childhood Education, Child Development, Education, or a related field required.
- Minimum of **2 years of experience** working as a Lead Teacher and/or Assistant Teacher in an early childhood setting.
- Experience creating and implementing lesson plans and classroom activities.
- Strong classroom management and organizational skills.
- Demonstrated professionalism, reliability, patience, and a nurturing approach to working with young children.
- Ability to maintain active supervision and remain attentive to children's needs at all times.
- Fluent/native English speaking, reading, and writing skills required.
- Must be eligible to complete all required DOE and DOH clearances, fingerprinting, medical requirements, and mandated trainings prior to employment.

Preferred Qualifications

- Bachelor's or Master's degree in Early Childhood Education, Child Development, or a related field.
- 3+ years of experience in an early childhood classroom.
- Previous experience serving as a Lead Teacher in a 3K, 4K, Pre-K, or similar early childhood program.

- Experience with Teaching Strategies GOLD.
- Experience working with DOE-aligned curriculum and documentation requirements.
- Bilingual English/Spanish or other language skills.
- **Minimum Education Level:** Associate's Degree
- **Preferred Education Level:** Bachelor's Degree

Application Instructions

How to Apply

To apply for the **Lead Teacher – 3K/4K** position, please submit the following:

1. **Updated Resume** – Include your education, early childhood experience, and relevant certifications.
2. **Educational Documentation** – Provide a copy of your degree, diploma, or unofficial transcript showing your completed coursework.
3. **Certifications/Credentials** – Include any applicable NYS teaching certifications, early childhood credentials, or professional training certificates.
4. **Professional References** – Provide at least two professional references who can speak to your experience working with young children.
5. **Availability** – Include your preferred start date and general availability.

Application Submission

Please email your resume and supporting documents to ttdevergreen1@gmail.com with the subject line:

Lead Teacher Applicant – [Your Full Name]

Qualified candidates will be contacted to schedule an interview. Candidates selected to move forward may be required to complete a teaching demonstration and provide additional documentation for required **DOE/DOH clearances, fingerprinting, medical requirements, and background checks.**

Please do not apply if you do not meet the minimum educational and experience requirements listed above.

Language Requirements

English

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