

# Lead Teacher (Multiple Locations)

First Learning

Rochester, NY 14609

Teacher

Full-time

Onsite

\$17.50 - \$20.50 an hour

Posted on December 12, 2025

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## Organization Statement

At First Learning, we're dedicated to empowering young learners and transforming childcare through innovative education and seamless operations. We partner with and integrate childcare centers into our dynamic network, streamlining the process so that each center can deliver a consistent, high-quality learning environment. Our experienced educators foster nurturing, engaging spaces where children are encouraged to explore, play, and build a solid foundation for lifelong learning.

## Job Description

**Location:** First Learning Center

**Position Type:** Full-Time

**Reports To:** Center Director / Education Director

## Position Summary

The Lead Teacher is responsible for creating a warm, nurturing, and developmentally appropriate learning environment for young children in accordance with **New York State (NYS) early childhood guidelines**. This role includes planning curriculum, guiding classroom staff, ensuring safety and compliance, and fostering positive relationships with children, families, and colleagues. The ideal candidate is energetic, creative, organized, and deeply passionate about early childhood education.

## Responsibilities

**Responsibilities:**

- Adhering to all policies and procedures of Care-a-lot Child Care and the childcare licensing regulations of the New York State Office of Children and Family Services (OCFS)
  - The care, safety and well-being of all children in the classroom, including attending to children's personal needs, e.g., diapering, toileting, feeding, washing, clothing, comforting, preparing for rest
- Planning and implementing an age-appropriate, open-ended program which coincides with the philosophy of the National Association for the Education of Young Children (NAEYC)
- Preparing an inviting, clean and organized classroom environment with learning centers and hands-on activities which coincides with the philosophy of NAEYC
- Delegating program responsibilities to an appropriate person in his/her absence • Interacting frequently with children in a positive, respectful, responsive and encouraging manner which follows the guidelines of NAEYC
- Orienting and actively supervising children by overseeing both small and large groups of children
- Developing parent relationships and communicating directly with parents on a regular basis, including classroom orientation, daily child activity reports, and at least biannual progress reports
  - Maintaining classroom records and keeping necessary written documentation
  - Maintaining knowledge of classroom children's allergies, advising all staff and acting accordingly
  - Maintaining a positive work climate, meeting deadlines and organizing classroom procedures • Communicating effectively and directly with other staff
- Providing timely supervisor reports outlining needs, problems, suggestions for improvement, etc.
- Supervising, training, coaching and developing staff assigned to the classroom
- Measuring progress of children and staff and creating systems to improve, modify and remediate
  - Assisting supervisor and rendering staff support to all other classrooms and employees as necessary
- Supervising and maintaining general housekeeping and repair of assigned areas and common space
- Performing administrative duties as necessary for the classroom and Center operations

- Maintaining current Aspire account to record education and training with QualitystarsNY
- Completing 15 hours of early childhood training within the first 6 months and every year thereafter

**Reports To:** Director, Assistant Director or other designated Administrator

Supervises: Assistant Teachers

**Works as a Team with:** Head Teacher in adjoining or designated classroom(s)

- Jointly develops lesson plans and classroom activities with Head Teacher
- Manages classroom in cooperation and conjunction with Head Teacher

**Requirements:**

- Able to observe, see, hear and respond to children's needs, emergencies and conflicts that might occur in a classroom, on the playground, other Center areas, or on field trips
- Able to lift approximately 30 pounds from the floor to a waist high table 25 - 30 times daily
- Able to reach a child 20 - 30 feet away within 30 seconds
- Able to crouch to a child's height, maintain eye contact at the child's level, and sit on the floor for extended periods of time on a regular basis
- Good health as confirmed by a physician's statement and proof of being free of tuberculosis
- New York State Registry clearance
- Criminal History Fingerprint clearance

**Qualifications**

**Training and Experience:**

**Preschool Head Teacher**

- Associate's degree in Early Childhood, Child Development or related field, **OR**
- Child Development Associate (CDA) **or** 9 college credits in Early Childhood, Child Development or a related field **AND** two years experience related to caring for children

**Infant / Toddler Head Teacher**

- **In addition to the above**, 1 year of specific training and/or experience in infant or toddler care  
OR
- Infant / Toddler Child Care Credential School-Age Head Teacher
- Associate's degree in Child Development, recreation, or related field OR
- High School Diploma AND two years experience working with children under 13 years of age  
**AND**
- Demonstrated commitment to and interest in professional growth through education, work experience and involvement with the early childhood community.
- **Minimum Education Level:** CDA Credential (with credit-bearing certificate)
- **Preferred Education Level:** Associate's Degree

## Application Instructions

Check us out on Indeed:

<https://www.indeed.com/jobs?q=First+Learning&l=Pittsford%2C+NY&from=searchOnHP&vjk=fd4154a4db86571e&advn=9880284185747727>

or

Paylocity :

<https://recruiting.paylocity.com/recruiting/jobs/All/8f5b9ad0-d201-4671-8500-ec050e0db8d9/DMK-Endeavors-Inc>

## Additional Information

### Contact Info

First Learning

Tatiana Turner

Recruitment Specialist

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