



# Lead Teacher-Mcc Child Care Center-Amazing Benefits!!!

Richard M Guon Child Care Center

Rochester, NY 14623

Teacher

Full-time

Onsite

\$18.00 - \$22.00 an hour

Posted on March 26, 2026

## Organization Statement

The Richard M. Guon Child Care Center at MCC was built in 1991 to care for the children of MCC students, faculty, staff and children from the Rochester community. The center is licensed for 96 children ranging in age from 8 weeks to 5 years old. Four classrooms serve infants and toddlers (capacity for 36) and four classrooms serve three and four year old children (capacity for 60) including our partnership with the Rochester City School District EPK and UPK programs and a partnership with the Rush-Henrietta School District UPK program. The center is accredited by the National Association for the Education of Young Children (NAEYC) recognizing the center's commitment to best practices in early care and education.

Our mission is to promote the academic and/or career endeavors of our families by providing high quality child care in a nurturing, secure environment, which is developmentally stimulating. Parents can attend class, study and work without worrying about their children's well-being.

The Child Care Center is a department of the MCC Association, Inc. and has ties to the Departments of Human Services, Education and Psychology at MCC. We serve as a demonstration site for academic departments on the MCC campus and the greater Rochester community, and as a benchmark for quality early care and education in our community.

## Job Description

### Primary Responsibilities:

The candidate has primary responsibility for planning and implementing the early care and education program in compliance with regulations established by the New York State Office of

Children and Family Services (NYSOCFS), NYSED regulations if applicable and NAEYC'S recommendations for developmentally appropriate practices. Supervises caregivers, student interns, and volunteers. Responsible for providing effective customer service and all internal and external customers. Responsible for providing effective customer service to all internal and external customers.

## **Responsibilities**

### **SPECIFIC RESPONSIBILITIES:**

#### **I. Learning Environment and Teaching Responsibilities**

- To interact frequently with children in a positive, respectful, nurturing, and responsive manner which follow the guidelines of NAEYC.
- To create, a safe, cheerful, and stimulating environment that allows for individual and group activities.
- To maintain a neat, clean, and orderly classroom, with learning centers and hands on activities which follow the center curriculum.
- Keeps furnishings, equipment and materials in good repair and fair supply
- To order needed supplies and materials for his/her classroom
- To develop daily, weekly, and monthly plans to carry out a balanced, age-appropriate, individually appropriate curriculum, including caregivers in classroom planning.
- To prepare all materials necessary for coordination of children's care and education
- To assist children in their personal care needs, e.g. diapering, toileting, feeding, washing, clothing, comforting, preparing for rest.
- To regularly observe and record children's interests, growth and development using the center approved developmental screening and assessment system.
- Refer children for special services when appropriate
- Plans and carries out a curriculum that meets program standards.

#### **II. Parent Relationships**

- To build relationships of trust through open and interactive communication.
- To keep parents informed about classroom activities, projects, and special events, through verbal interactions, monthly newsletters, parent logs, parent information board, and individual day-sheets.
- To provide a variety of opportunities for parent involvement.
- To conference at least twice per year with parents.
- To address concerns with parents, as they arise in a tactful professional manner.
- To keep Center Director informed of family changes, concerns or needs

### **III. Staff Communication**

- To work cooperatively with other teachers and with support staff in the center.
- To supervise and guide the activities of caregivers, and student staff and field workers.
- **To keep open communication with the Director, Administrative staff and consultants.**
- Keeps classroom staff informed of plans and center activities.

### **IV. Professionalism**

- To maintain confidentiality.
- To attend and participate in staff meetings and in-service programs and share information with classroom staff.
- To seek professional growth and development; and participate in a minimum of 15 hours of ECE training per year.
- Receive and maintain Pediatric First Aid/CPR and MAT certification.
- To maintain personal ASPIRE Professional Development listing.

- To be supportive of the Center and Center Administration.
- To maintain a positive work climate.
- To maintain a professional image.

## **V. General**

- To be responsible to the Director for carrying out all instructions, policies, practices, and procedures of the center.
- To comply with New York State regulations, and NAEYC guidelines.
- To follow established schedules and routines
- Conducts evaluations of other classroom staff as required.
- To maintain required records, such as attendance forms, skills checklists, CACFP counts, observation records, individual schedules, and menu requirements.
- To report for work on time and in a consistent basis
- Other duties as assigned.

## **VI. Knowledge, Skills and Abilities:**

- Knowledge of NYS child care regulations.
- Knowledge of developmentally appropriate practices and age appropriate activities, which correspond with NAEYC guidelines.
- Effective and tactful oral and written communication skills.
- Ability to maintain positive relationships with children, co-workers, and parents.
- Ability to use constructive methods for maintaining group control and individual behaviors.
- Ability to use sound judgment and tact.
- Strong team player.
- Flexibility (especially in scheduling and practice to respond to the needs of the program).
- Creativity and patience.

- Ability to lift 40 lbs. from floor to a waist high table, 20 – 30 times per day.
- Ability to reach a child 20 – 30 feet away within 30 seconds.
- Ability 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.
- A strong sense of responsibility.

## **Qualifications**

### **QUALIFICATIONS:**

- CDA, Associates Degree in ECE or Bachelor's Degree in Early Childhood
- 9 college credits in Early Childhood, Child Development or a related field with a plan of study leading towards any of the above
- One-two years' experience working with young children in a group setting is required
- Strong interpersonal and communication skills with proven ability to provide exceptional customer service to a wide variety of customers.
- The position desires creativity, resourcefulness, and mature judgment.

### **HIRING REQUIREMENTS:**

- Completed job application form, a minimum of three references (personal and professional)
- Official transcript of college grades
- Must be able to pass a physical exam, NYS Central Registry Clearance, NYS Justice Center SEL clearance and criminal conviction check (Comprehensive OCFS Background Check).

### **Employment Types:**

#### **Full Time – 12 months**

Employee will work 40 hours per week, 12 months per year. Full-time/regular employees will earn a paid vacation leave determined by length of service. Vacation leave will not be granted during the first six months of continuous service unless approved by the Executive Director. After six (6) months, six (6) days will be credited to the employee's vacation leave bank.

- First Three Years - Vacation shall accrue at the rate of one (1) day per month. This is an annual rate of twelve (12) days per year.
- All full-time/regular employees are eligible for sick leave. Sick leave will accrue at one (1) day per month. Sick leave will accrue only during period of employment or while on paid leave. Sick leave time will not be granted during the first three months of continuous service unless approved by the Executive Director. After three (3) months, three (3) days will be credited to the employee's sick leave bank.

### **Full Time- 10 months**

Employee will work 40 hours per week, 10 months per year, and will not work mid-June through mid-August. Employee will receive 6 sick days and 2 vacation days during the 10 month period.

- **Minimum Education Level:** CDA Credential
- **Preferred Education Level:** CDA Credential

### **Application Instructions**

<https://www.paycomonline.net/v4/ats/web.php/portal/E7A59831E75BA71ABB109AF6F5ABB4AA/jobs/78712>