

Upk Lead Teacher

School Time Children's Center

Walden, NY 12586

Teacher

Full-time

Onsite

\$45,000 - \$55,000 a year

Posted on July 16, 2026

Organization Statement

School Time Children's Center has been a staple early childhood education program in the community of Walden since 2005. Our program has been written by seasoned early childhood education professionals to create an environment that supports all the principles of positive child development. School Time focuses on fostering initiative, creativity, and thinking skills through activities that will enhance the child's ability to communicate, problem solve, practice interpersonal skills, and imagine experiences for themselves with self-confidence. Our goal is to nurture children's creativity, imagination, self-expression along with supporting their growth and understanding in concepts of math skills, ELA, and science experiences. Children are introduced to a balanced program in which both teacher-directed and student-directed learning is done. We offer structure through our daily schedule and routines. Our center/learning areas include creative art, block/building, dramatic play, literacy, math/manipulatives, science, sensory, library, story time, music & movement, and outdoor play. Our program prepares children to utilize their creative and intellectual abilities through learning to listen and express their inquisitive nature while observing their surroundings.

Job Description

As an employee of School Time Children's Center Inc., you will adhere to our program requirements, NYS Department of Education Office of Early Learning (OEL) regulations, Valley Central School District (VCSD) procedures and NYS Office of Children and Family Services (OCFS) regulations set forth by administration of all entities.

General Position Description

The UPK Teacher will plan and implement developmentally appropriate curriculum that supports and encourages the social, emotional, cognitive and physical needs of their students. The UPK Teacher is responsible for developing a cohesive teaching team and managing the day-to-day operational activities of the classroom. UPK Teachers must ensure a safe and stimulating classroom environment where children are actively engaged and encouraged to succeed. The UPK Teacher must be skilled in communicating with both children and adults to meet the needs of the children, effectively guide teacher assistants, and resolve potential parental concerns.

Responsibilities

Key Responsibilities (include but not limited to)

- Coordinate and implement educational curriculum by developing classroom activities based on appropriate practices and early learning standards.
- Plan individual, small group and large group age-appropriate activities to actively engage children and encourage cognitive, social, emotional, fine/gross motor and language development.
- Create and submit detailed lesson plans related to Unit of Study/Theme (2) two weeks in advance to School Time UPK Education Director. Plans must be readily available and accessible for TA's and Sub's.
- Administer, record and submit data from any assessments/screeners provided by VCSD/School Time (Ex. Speed Dial-4 Screener, VCSD provided report card) observations, and parent/teacher conferences.
- Conduct in-person parent/teacher conferences in the fall/spring to provide parent's information on their child's progress.
- Administer, record and submit daily/weekly/monthly paperwork such as OCFS attendance forms, such reports, classroom logbook, daily health checks, and any other regulatory obligations at requested times.
- Maintain frequent communications with parents through informal discussions, Kangarootime (KT), report cards and parent-teacher conferences.
- Create daily notes on KT about what the class has learned; highlighting small group activities, learning centers, snack provided etc. and send to families.

- Take pictures of the children actively engaged in a variety of learning centers and activities and share with families through KT.
- Conduct Daily Health Check upon arrival of students.
- Lead by example; encourage teaching team success through modeling and coaching.
- Ensure that all policies, procedures and regulations are being met for School Time, NYS Department of Education OEL, VCSD, and OCFS.
- Ensure a safe and healthy classroom environment – including maintaining appropriate hygiene and cleanliness standards and safety and security of children.
- Supervise teacher assistants and classroom volunteers to ensure they are following planned activities, hygiene and safety standards.
- Maintain accurate classroom records, forms and files for each child.
- Maintain personal professional development plan to ensure continuous quality improvement.
- Complete and maintain NYS OCFS required or requested training hours and any training/Professional Development (PD) - in-person or online - required by School Time, VCSD or Quality Stars NY.

Additional Knowledge, Skills and Experience Requirements

- Ability to work well with others.
- Must demonstrate patience, compassion, respect and understanding when working with young children
- High energy.
- Flexible.
- Reliable and dependable.
- Strong oral and written communication skills.
- Basic knowledge of technology.
- An understanding of child development.
- Must clear OCFS Comprehensive Background Check
- Must be or become registered with the [ASPIRE Registry for New York's Early Childhood Workforce](#)

- Must be or become registered with the [The Professional Development Program \(albany.edu\)](http://albany.edu)

Physical Requirements

- Ability to walk frequently, use hands and fingers, handle objects/tools/controls, talk and hear voices at many levels.
- Ability to kneel, bend, squat or crawl.
- Ability to see up close and up to a certain distance, able to see colors, have peripheral vision and depth perception.

Qualifications

Education Requirements

NYS Certified Prekindergarten Teachers

All teachers in the universal full-day prekindergarten program shall meet the same teacher certification standards applicable to public schools. Prekindergarten teachers providing instruction shall possess NYS teacher certification pursuant to [CR Part 80](#) valid for service:

- in the early childhood grades (N-6, B-2, PreK/K/1-6)

- Birth-Gr. 2 Literacy
- Birth-Gr. 2
- N-6
- Special Education Birth-Gr. 2 (SWD B-2)
- Special Education Birth-Adult
- Childhood Education Gr. 1-6

or

- students with disabilities in the early childhood grades (Permanent Special Education or SWD B-2)

- **Minimum Education Level:** NYS Teacher Certification
- **Preferred Education Level:** NYS Teacher Certification

Application Instructions

Please contact our Director of Schools, Darlene Swart via email or phone:

Email: darleneswart15@gmail.com

Phone: 845-778-1362

Please email your resume/cover letter

Language Requirements

English

Additional Information

Bi-lingual in English and Spanish a plus