

Preschool Lead Teacher

Seventh Avenue Center for Family Services

Bronx, NY 10463

Teacher

Full-time

Onsite

\$33,000 - \$68,000 a year

Posted on July 16, 2026

Organization Statement

The mission of Seventh Avenue Center for Family Services (SACFS) is to provide high-quality and comprehensive early childhood programming for economically disadvantaged children in New York City. SACFS also seeks to empower parents and caregivers to become advocates for their families, thereby enabling them to become positive role models and productive members of society.

Job Description

The Group Teacher works under the supervision of the Education/Disability Coordinator to supervise and create an environment that serves children of various backgrounds and developmental levels. The educational, social, developmental, and health needs of the group and the individual child are considered as the agenda is planned and implemented. The Group Teacher has the integral role of providing an array of support for each child's education.

Responsibilities

- Plan, supervise, and execute all classroom-related on-site and off-site activities.
- Maintain a safe, organized, and child-friendly classroom environment.
- Plan, submit, and implement lessons in the approved curriculum as outlined by the agency.
- Develop and facilitate a wide range of engaging, age-appropriate activities for children with a balance between child-oriented and teacher-directed activities.

- Participate in weekly team meetings and complete the necessary paperwork.
- Prepare classroom materials for daily use and/or upcoming activities.
- Clean, organize, and sanitize instructional/classroom equipment.
- Sweeping, mopping, vacuuming, bathroom cleanliness and garbage removal, as needed.
- Ensure classroom equipment is in good condition.
- Lead and supervise classroom activities, including, but not limited to, circle time, small group, and reading activities.
- Potty training when applicable.
- Complete child assessments on or before their due dates.
- Collect, record, and upload observations in the Smart Teach system.
- Work within the program's framework and carry out its functions, policies, and procedures.
- Complete daily and monthly logs, attendance, and other required paperwork.
- Complete daily health checks and necessary accompanying paperwork.
- Participate in planning the use of community resources for educational resources.
- Conduct Parent/Teacher Conferences and/or parent meetings.
- Complete all administrative responsibilities in a timely manner.
- Promote the professional growth of the classroom team, including but is not limited to assistants, aides, interns, and volunteers.
- Develop and maintain a positive working relationship with parents and staff.
- Complete assigned trainings and submit certificates or training forms before or on the deadline.
- Respect the confidential nature of all information about parents and children.
- Assist with activities that support center enrollment, such as tabling and flyer distribution.

The duties and responsibilities outlined in this position description are intended to reflect the primary functions of the role, but are not all-inclusive. Employees may be required to perform other related duties as assigned by management, including tasks necessary to ensure the safety, well-being, and developmental needs of children in care, as well as the smooth operation

of the center.

Qualifications

Minimum Qualifications

1. Baccalaureate (BA) or advanced degree in Early Childhood Education
2. Baccalaureate (BA) or other advanced degree in a field related to Early Childhood Education and experience working with children ages 2-5 years old.

Preferred Qualifications

1. Enrollment in an Early Childhood Education or related field program to obtain a Master's (MA) degree.
 2. A Master's (MA) degree in Early Childhood Education or related field.
 3. In process of obtaining the NYS Teacher Certification – birth to 2nd grade.
 4. NYS Teacher Certification – birth to 2nd grade.
- **Minimum Education Level:** Bachelor's Degree
 - **Preferred Education Level:** Master's Degree

Application Instructions

Send resume to info@7thavenuecenter.org

Language Requirements

English