

# Lead Infant Teacher

Buckle My Shoe Preschool

New York, NY 10013

Teacher

Full-time

Onsite

\$60,000 - \$68,000 a year

Posted on July 23, 2026

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## Organization Statement

Buckle My Shoe Preschool, established in 1981 by Linda Ensko, M.Ed., is dedicated to meaningful and joyful learning. We offer curriculum for children ages three months to five years old. Our programs integrate developmentally appropriate education, drawing from the tenets of Jean Piaget, the Bank Street Philosophy of teaching, and the Reggio Emilia approach to early education. We believe in parental and community involvement, reflective documentation of learning experiences, respect for children's process, and the power of play.

## Job Description

Buckle My Shoe Preschool is looking for a warm, loving, highly organized, creative, innovative, hard-working leader who is passionate about Early Childhood Education.

## Responsibilities

- Daily communication with parents (someone who is comfortable speaking with parents, writing a daily blog, taking photos of children at work and documenting their experiences, ability to upload photos for parents to view, slideshows of children's experiences).
- Teachers will create a portfolio for each child with written documentation of the higher-level thinking taking place in the moment, with dialogue and analysis. Teachers also create a class portfolio, highlighting project work from the entire school year. They must have classroom management experience with gentle redirection, the ability to work with small and large group work, circle time, reflection meetings.
- Design lesson plans with age-appropriate materials and interests in mind. Our school follows the children's interests through project work. We also have specialists that come in each week for music, language, movement, and music; and these should be reflected in lesson planning.

- Attend to children's basic needs through feeding, dressing, and changing diapers.-establish and enforce rules for behavior and procedures for maintaining order and organization in the classroom.
- Attend professional meetings and development days with Reggio specialists.
- Confer with other staff members through weekly meetings with co-teachers, administration using documentation to further the learning of ourselves and of the children.
- Lead the training, development, and supervision of assistant/co-teacher.
- Be familiar with NAEYC and DOH standards
- Be well-mannered and professional
- Have a high level of enthusiasm
- Creates lesson plans each week that are presented every Monday
- Updates children and classroom portfolios regularly
- Collaborate with peers to work on documentation and works in conjunction with their co-workers
- Takes part in all Staff Development training
- Open to the Reggio Emilia philosophy of teaching and the ongoing learning fostered in our environment. A plus to have prior Reggio Emilia experience.

## Qualifications

- Master's degree in Early Childhood Education (or working toward a degree in Early Childhood Education)
- Two years of experience in the classroom working with infants (3 months to 1 year)
- New York State Certification preferred
- **Minimum Education Level:** Associate's Degree
- **Preferred Education Level:** Master's Degree

## Application Instructions

Please email your resume to Emily, [emily.davis@bucklemyshoe.org](mailto:emily.davis@bucklemyshoe.org)

## Language Requirements

English

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