

Lead Toddler Teacher

Children's Center at John Jay College of Criminal Justice, Inc.

New York City, NY 10019

Teacher

Full-time

Onsite

\$50,000 - \$60,000 a year

Posted on July 29, 2026

Organization Statement

In a warm and nurturing environment, the Children's Center at John Jay College provides quality child care, and an early education program that meets the needs of both the student parent and the child. The early childhood center supports student parents to fully engage and participate in college life and attain their educational goals. The Center's early childhood program is designed for children ages 6 months to 5 years of age.

Job Description

- Follow and implement developmentally appropriate practices and age-appropriate activities with children.
- Provide support and guidance while meeting the developmental needs of each child throughout the daily schedule and classroom daily routine.
- Collaboration and team player with all classroom and Center Staff.
- Excellent communication skills with children, staff and parents.
- Adhere to all policies and procedures as outlined by the DOHMH, CUNY, and all regulatory agencies.
- Become familiar with, and execute program protocols and procedures to align with the school's philosophy and educational goals. These program protocols and procedures are outlined in the Student Parent Handbook.
- Assist and take initiative with the supervision of children at all times, to ensure their safety and well being.

- Move with children as they change from one location to the other throughout the Center as well as outdoors.
- Maintain a safe and clean classroom environment at all times.
- Provide a stimulating and engaging learning environment that meets the needs of all children in the areas of social, emotional, physical, cognitive, adaptive, and creative expression.
- Adhere to the Center's Nutrition guidelines and meal services.
- Ensure there is adequate supplies at all times to allow for effective functioning in the classroom/center.
- Attend staff meetings, professional development, and other Center functions and activities.

Responsibilities

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- Communicate effectively and cooperatively with other staff members and school administration.
- Meet the needs of each individual child by providing support, guidance and instruction in a nurturing manner while executing the daily routine and schedule.
- Familiarity with The Creative Curriculum.
- Follow and implement developmentally appropriate, and age-appropriate classroom activities/practices throughout the school day.
- Communicate and follow-up with the Center Director on any issues or needs of the classroom, students and parents.
- Supervising and collaborating with fellow teachers, and/or volunteers, work study students and all other members of the classroom.
- Classroom management skills including positive discipline techniques with children needing additional support to navigate the classroom setting.
- Maintain a code of Confidentiality with shared information.
- Adhere to all policies and procedures of the DOHMH, CUNY, and the Children's Center.
- Assist with the coordination of classroom coverage and staff breaks.
- Acts as the "Go To" person (according to the Chain of Command or appointment) for staff in the event of the Director's absence.
- Attend staff meetings, professional development, and other Center activities.

- Become familiar and take charge of routine classroom paperwork and classroom records.
- Work closely with providers for children with special needs.
- Work closely with Director on school initiatives, events, newsletters, school calendar, and other Center activities.
- Set goals and objectives in cooperation with Center Director for further personal and professional growth and development.
- Follow through on self-initiated and assigned tasks.
- Provide supportive assistance to new substitutes, volunteers, and well as other new staff.
- Be flexible, and an all-around team player to meet the program needs.
- Be able to respond quickly and effectively when a situation warrants immediate attention.
- Perform other duties as assigned.

Qualifications

Minimum Qualifications:

Study plan in ECE (at least 60 credits)

CDA Completed and Certificate

Preferred Qualifications:

Bachelor's Degree in ECE

Study Plan-Masters Degree

B-2nd Certification

Minimum 2 years' experience working in an ECE setting

- **Minimum Education Level:** Associate's Degree
- **Preferred Education Level:** Bachelor's Degree

Application Instructions

Send resume to: childrenscenter@jjay.cuny.edu

Language Requirements

English

Additional Information

No phone calls please

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