

Certified Lead Teacher

Bedford Stuyvesant Early Childhood Development

Brooklyn Ny, NY 11233

Teacher

Full-time

Onsite

\$63,653 - \$77,269 a year*

* Non-exempt

Posted on July 30, 2026

Organization Statement

Bedford Stuyvesant Early Childhood Development Center (BSEDC) welcomes all families and provides a safe, stimulating, and nurturing environment for children that equips them to be passionate life long learners.

Job Description

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Implement a well-organized learning environment with developmentally appropriate schedules, lesson plans, and indoor and outdoor learning experiences that provide adequate opportunities for choice, play, exploration, and experimentation among a variety of learning, sensory, and motor experiences.
- Develop and implement weekly lesson plans, including plans for individualized instruction, in accordance with BSEDC's procedures and the research-based curriculum, that include indoor and outdoor learning experiences to support physical health and development, social and emotional development, approaches to learning, language development and communication, and cognitive development.
- Recognize bilingualism and biliteracy as strengths and, for children who are dual language learners, plan and implement experiences to support English language

development.

- Ensure the physical environment and lesson plans reflect the diversity represented in the children and families served.
- Implement nurturing, responsive, and effective teaching practices to ensure daily learning experiences promote critical thinking, inquiry-based learning, STEM, and reading and writing readiness, as well as children's social emotional development and universal values of tolerance, compassion, and respect among children.
- Use positive guidance strategies to create a peaceful classroom environment where children resolve conflicts using language to express their feelings and opinion.
- Expose children to individuals of different cultural life styles, different genders, and different sexual orientation through stories, posted pictures and discussion.
- Plan and communicate effectively with all other classroom staff, including the assistant teacher, special education staff, volunteers and interns about weekly lessons, classroom activities, and other pertinent information regarding children.
- Establish and maintain collaborative relationships with families, while maintaining professional boundaries, to encourage their input and support two-way communication regarding the growth and development of their children.
- Conduct two home visits and two parent-teacher conferences per child per year.
- Create and adhere to a posted classroom daily schedule that includes sufficient time for established routines such as nap/rest time, meal time, handwashing, toileting, and transition through activities.
- Ensure that children are engaged in oral hygiene education through daily tooth brushing, stories, skits, and other activities.
- Facilitate, observe, and communicate the importance of healthy eating habits through family style meal time, including ensuring all adults eat with children during meal time.
- Conduct all screenings and ongoing assessment of the children in the class, as required, and use data gathered to inform instruction, including individualization, and measure progress towards School Readiness Goals.
- Monitor children's daily attendance and communicate with the assigned BSECDC staff member if a child needs additional supports
- Support tracking responsibilities of the daily meal count for the CACFP program, as requested.
- Maintain active supervision, group size, and ratios at all times indoors and outdoors.

- Maintain a safe and healthy environment in the classroom and on the playground, including following all health and safety rules pertaining to food allergies, universal precautions, and personal hygiene.
- Maintain consistent attendance to support continuity of care for children and families.
- Participate in staff meetings, in-service training, coaching, workshops, and staff development programs, as requested.
- Ensure complete, accurate, and timely completion of all required data, documentation, and paperwork, including child files.
- Follow all applicable BSEDC policies and procedures, including the Standards of Conduct to safeguard children from abuse, neglect, or exploitation while in the care of the Center.
- Implement fully all applicable federal, state, and local laws and regulations as cited in the Head Start Performance Standards, the Head Start Act, IDEA, IFSP, FERPA, ACYFIM, Department of Education and the NYC Department of Health and Mental Health Licensing Code, Article 47 NAEYC.
- Perform other duties as assigned.

REQUIRED QUALIFICATIONS:

- Bachelor's Degree in Early Childhood Education
- Bachelor's Degree or (related field) on a study plan toward NY State Certification OR
- Master's Degree in Early Childhood Education with NY State Certification OR
- Master's Degree in Early Childhood Education working towards NYS Certification
- Excellent interpersonal, organizational, written, and verbal communications skills
- Proficient with Google and Microsoft Office, Microsoft Word, Excel applications

EXPERIENCE:

- Minimum of two years-experience working with preschoolers

PHYSICAL REQUIREMENTS:

Physical demands described below are representative of only some that must be met to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

- Walk, sit, stand, climb, balance and stoop, kneel, crouch or crawl.
- Regularly lift and/or move up to forty pounds and frequently lift and/or move up to fifty pounds.
- Use hands and fingers to handle or feel objects, tools or controls; reach with hands and arms; talk and hear.
- Specific vision abilities required include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

BENEFITS:

- DC 37 Union
- Competitive Health Insurance
- Retirement Vested After 6 years of employment - Employer paid
- Life Insurance
- Profit Sharing Vested After 6 years of employment - Employer Paid
- PTO - Vacation/Sick
- 12 Holidays
- Professional Development

PRE-EMPLOYMENT REQUIREMENTS:

- Three (3) reference checks are required.
- Obtain mandated reporter training certificate (every two years) and complete other required Department of Health and Mental Hygiene (DOHMH) and Head Start Performance Standards (HSPS) training.

- Complete a full physical examination with updated TB test, varicella, tdap, and MMR (fees may apply).
- Complete NYS Mandated Child Abuse Reporter training, in addition to other mandated health and safety trainings.
- Ability to pass a Comprehensive Background Clearance through the following:
 - Department of Health and Mental Hygiene (DOHMH)
 - Indentogo
 - Department of Education Fingerprinting Screening
 - NYS Central Registry
 - Sex Offender Registry Clearance
 - SEL check

Responsibilities

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- Maintain a safe and healthy environment in the classroom and on the playground, including following all health and safety rules pertaining to food allergies, universal precautions, and personal hygiene.
- Maintain consistent attendance to support continuity of care for children and families.

- Participate in staff meetings, in-service training, coaching, workshops, and staff development programs, as requested.
- Ensure complete, accurate, and timely completion of all required data, documentation, and paperwork, including child files.
- Follow all applicable BSECDC policies and procedures, including the Standards of Conduct to safeguard children from abuse, neglect, or exploitation while in the care of the Center.
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Qualifications

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- Proficient with Google and Microsoft Office, Microsoft Word, Excel applications

EXPERIENCE:

- Minimum of two years-experience working with preschoolers
- Minimum Education Level: NYS Teacher Certification
- Preferred Education Level: Master's Degree

Application Instructions

Email hr_dept@bsecdc.org

Language Requirements

English

Downloaded from Early Childhood Job Board on August 9, 2026

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