

# Lead Pre-K Teacher - Union Johnson, 1829 Lexington Ave (113Th St)

Union Settlement Association, Inc.

New York, NY

Teacher

Full-time

Onsite

\$72,000 - \$80,000 a year

Posted on September 10, 2024

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## Organization Statement

Union Settlement is an East Harlem based nonprofit organization founded in 1895. For 128 years, Union Settlement has provided critical and innovative programming to children, youth, families, and older adults. As a pioneer of the settlement house movement, Union Settlement continues to meet the needs of the ever-changing East Harlem community through its core programs. Through these programs, New Yorkers gain opportunities, develop skills, and become empowered to pursue and achieve their dreams.Â Â

Today, Union Settlement provides services through 33 program sites in approximately 28 locations. Union Settlementâ€™s current programmatic portfolio includes 8 core program areas: Early Childhood Education, Youth Services (including after school programs), Family Services (including the Family Enrichment Center and the Family Childcare Network), the East Harlem Community Partnership, Adult Education, Mental Health Services, Older Adult Centers, and Economic Development.â€ Union Settlement serves more thanÂ 10,000 individualsÂ andÂ nearly 1,000Â businesses every year.Â Â

Strengthened by a dynamic, diverse, and collaborative workforce of more than 350 employees, Union Settlement also serves as a connector, convener, and advocate for East Harlem and its partners. To learn more about Union Settlement, visitÂ [www.unionsettlement.org](http://www.unionsettlement.org).

## Job Description

**Job Title:**Â Pre-K Lead Teacher

**Location:**Â New York, NY

**Position Type:**Â Full-Time

**Exempt Status:** Exempt

**Salary:**Â \$72,000 to \$80,000 annually

**Job Summary:**

We are seeking a dedicated and enthusiastic Pre-K Lead Teacher to join our team at Union Settlement. The Pre-K Lead Teacher will be responsible for creating a nurturing, engaging, and developmentally appropriate learning environment for young children. This role involves planning and implementing educational activities, assessing children's progress, and fostering a positive and supportive atmosphere for both students and their families.

**Responsibilities**

- **Curriculum Planning:**Â Develop and implement a creative and age-appropriate curriculum that meets the developmental needs and interests of pre-kindergarten students. Incorporate a variety of teaching methods and materials to promote learning and engagement.
- **Classroom Management:**Â Create and maintain a safe, clean, and organized classroom environment. Establish and enforce consistent rules and routines to support positive behavior and effective learning.
- **Individualized Instruction:**Â Assess each childâ€™s strengths and areas for growth. Provide individualized support and enrichment opportunities to meet diverse learning needs.
- **Assessment and Reporting:**Â Regularly observe and assess childrenâ€™s progress. Maintain accurate records of each childâ€™s developmental milestones, learning progress, and behavioral observations. Prepare and communicate reports to parents and guardians.
- **Parental Communication:**Â Build and maintain strong relationships with parents and guardians. Conduct parent-teacher conferences and provide regular updates on childrenâ€™s progress and classroom activities.
- **Professional Development:**Â Stay current with early childhood education best practices, trends, and research. Participate in ongoing professional development opportunities and collaborate with colleagues to enhance the educational program.
- **Team Collaboration:**Â Work collaboratively with other teachers, assistants, and staff to support the overall goals of the preschool. Participate in staff meetings, planning sessions, and school events.

- **Health and Safety:** Ensure the health and safety of all students by adhering to preschool policies and state regulations. Address any concerns related to children's well-being promptly and appropriately.

## Qualifications

### Qualifications:

- Bachelor's degree in Early Childhood Education, Elementary Education, or a related field.
- Valid state teaching certification or licensure (if applicable).
- Minimum of 2 years of experience working with preschool-aged children in an educational setting.
- Strong understanding of early childhood development and best practices in preschool education.
- Excellent communication, organizational, and interpersonal skills.
- Ability to work effectively in a team environment and build positive relationships with children, parents, and colleagues.
- CPR and First Aid certification (or willingness to obtain).

### Preferred Qualifications:

- Experience with Teaching Strategies Gold (Smart Teach), Creative Curriculum, Play-Based Learning.
- **Minimum Education Level:** Bachelor's Degree
- **Preferred Education Level:** CDA Credential

## Application Instructions

Please submit your application via ADP

at [https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=9a2f08ad-2ae0-409a-9a8c-](https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=9a2f08ad-2ae0-409a-9a8c-161b870a5721&ccld=19000101_000001&jobId=530702&lang=en_US&source=EN)

[161b870a5721&ccld=19000101\\_000001&jobId=530702&lang=en\\_US&source=EN](https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=9a2f08ad-2ae0-409a-9a8c-161b870a5721&ccld=19000101_000001&jobId=530702&lang=en_US&source=EN).

## Additional Information

### Benefits:

- Competitive salary
- Health, dental, and vision insurance
- Retirement plan options
- Paid time off and holidays
- Professional development opportunities
- Supportive and collaborative work environment

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## COÂ RÂ EÂ COÂ MÂ PÂ EÂ TÂ EÂ NÂ CÂ IEÂ SÂ

- LeadingÂ Others:Â CreatesÂ aÂ senseÂ ofÂ urgencyÂ throughoutÂ theÂ organizationÂ onÂ t  
heÂ importanceÂ ofÂ achievingÂ outcomes.Â Inspires,Â influences,Â andÂ enablesÂ teamÂ  
membersÂ toÂ reachÂ theirÂ goals
- Facilitating  
Change:Â ApproachesÂ challengesÂ withÂ creativityÂ andÂ flexibility.Â DemonstratesÂ analy  
ticalÂ thinking.Â GuidesÂ changeÂ toÂ meetÂ Union Settlementâ€™sÂ goals.
- ManagingÂ Performance:Â Evaluates and revises goals semi-annually with the team.  
Provides consistent supervision andÂ documentsÂ performanceÂ highlightsÂ andÂ concerns
- ApplyingÂ andÂ DevelopingÂ Expertise:Â Embraces and leads the team to achieve  
milestones.Â SeeksÂ andÂ supportsÂ professionalÂ developmentÂ opportunitiesÂ forÂ team  
Â members.Â ManagesÂ financesÂ andÂ budgets effectively
- CommunicatingÂ andÂ Collaborating:Â Listens well and actively engages with others with  
honesty and integrity and holdsÂ teamÂ accountableÂ toÂ theÂ sameÂ standard

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## Union Settlementâ€™sÂ Diversity,Â EquityÂ &Â InclusionÂ CommitmentÂ

Union Settlement is an equal opportunity employer. They do not discriminateÂ on the basis  
ofÂ race, color, religion, marital status, age, national origin, physical or mental disability, gender,  
sexual orientation, gender  
identityÂ orÂ expression,Â veteranÂ status,Â orÂ anyÂ otherÂ statusÂ protectedÂ underÂ feder  
al,Â state,Â orÂ localÂ law.Â