Career Development Center
New York Early Childhood Professional Development Institute

Lead Prek Teacher

Tots 2 Teens, LLC

Spring Valley, NY 10977

Teacher | Part-time | Onsite | $25.00 - $37.00 an hour

Posted on October 21, 2026

Organization Statement

Tots 2 Teens, LLC is an early childhood education center in Spring Valley, New York, dedicated to providing safe, nurturing care and joyful learning. We support each child's academic, social, and emotional growth through engaging activities, caring educators, and strong family partnerships. Our goal is to help children build confidence, independence, and a strong foundation for kindergarten and lifelong learning.

Job Description

UPK Pre-K Lead Teacher

Tots 2 Teens, LLC
Location: Spring Valley, New York
Schedule: Part-time, Monday–Friday, school-year position
Classroom hours: 8:00 a.m.–1:00 p.m., plus scheduled paid planning and meeting time
Pay: $25–$37 per hour, based on qualifications and experience

Tots 2 Teens is seeking a caring, organized, and dependable lead teacher for our Universal Pre-K classroom. The teacher will guide children's learning and development while working closely with classroom assistants and families.

Required qualifications

- Valid New York State teaching certification appropriate for the UPK classroom assignment
- Ability to provide a copy of the certificate and allow verification

- Strong communication, organization, and classroom leadership skills
- Ability to complete required background clearances and training

Responsibilities

- Plan and lead age-appropriate lessons that support early literacy, math, language, social-emotional growth, and kindergarten readiness
- Maintain a safe, nurturing, inclusive classroom
- Use positive guidance and consistent routines
- Supervise and guide classroom assistants
- Observe children’s progress and maintain required records
- Communicate with families about children’s progress and classroom activities
- Follow Tots 2 Teens policies and applicable OCFS and school-district requirements
- Participate in scheduled planning, meetings, and professional development

To apply

Email your résumé, a brief cover letter, a copy of your New York State teaching certificate, two professional references, and your availability to **Tot2teens123@gmail.com**.

Use the subject line: **UPK Lead Teacher Application – Your Name**

Employment is contingent on verification of qualifications and completion of required background clearances.

Responsibilities

UPK Lead Teacher Job Responsibilities

- Plan and teach engaging, developmentally appropriate lessons for four-year-old children.
- Prepare children for kindergarten through early literacy, writing, math, science, language, art, and social-emotional activities.
- Create weekly lesson plans aligned with New York State Prekindergarten Learning Standards and district requirements.
- Establish a safe, nurturing, organized, and inclusive classroom environment.
- Maintain consistent daily routines for arrival, instruction, learning centers, meals, bathroom breaks, outdoor play, transitions, and dismissal.

- Supervise children closely and maintain required staff-to-child ratios.
- Use positive behavior guidance and age-appropriate classroom management strategies.
- Observe and assess each child’s development, progress, strengths, and areas requiring additional support.
- Maintain accurate attendance, assessment, lesson-plan, incident, health, and classroom records.
- Prepare progress reports and participate in parent-teacher conferences.
- Communicate professionally with families about classroom activities, children’s progress, and concerns.
- Identify children who may need additional educational, developmental, behavioral, or special-education support and report concerns to the program director.
- Adapt lessons and classroom activities for children with different learning abilities and developmental needs.
- Supervise, guide, and assign daily responsibilities to the classroom teacher’s assistant.
- Work collaboratively with the program director, teaching staff, district representatives, and support professionals.
- Maintain classroom materials, learning centers, displays, equipment, and supplies.
- Follow all Tots 2 Teens policies, OCFS regulations, UPK requirements, health and safety procedures, and emergency plans.
- Complete required training, professional development, staff meetings, and family events.
- Protect the privacy and confidentiality of children, families, and staff.
- Report injuries, safety concerns, suspected abuse or maltreatment, and licensing concerns according to required procedures.
- Perform other classroom-related duties assigned by the program director.

Qualifications

CDA qualification

- **Minimum Education Level:** CDA Credential
- **Preferred Education Level:** CDA Credential

Application Instructions

Send resume to tot2teens123@gmail.com

Language Requirements

English

Additional Information

Sign on Bonus available

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