Career Development Center
New York Early Childhood Professional Development Institute

Lead Teacher-Toddler

Special Treasures

Uniondale, NY 11553

Teacher | Full-time, Part-time | Onsite | $18.00 - $20.00 an hour

Posted on October 27, 2026

Organization Statement

At Special Treasures Childcare, we're building something special — and we're looking for exceptional individuals who want to be part of it!

We're seeking **passionate, dependable, energetic, and dedicated Lead Teachers and Assistant Teachers** who understand that early childhood education is more than just a job. It's a responsibility, a commitment, and an opportunity to shape young lives every single day.

Job Description

WHAT MAKES YOU A GREAT FIT?

? **COMMITMENT:** You take your responsibilities seriously and are invested in the success of your students, your classroom, and your team.

? **DEPENDABILITY:** You show up, on time, ready to work! You understand that your attendance and reliability directly impact children, families, and fellow educators.

? **TEACHABILITY:** You're open to feedback, eager to learn, willing to grow, and understand that even great teachers can become better.

? **A POSITIVE ATTITUDE:** You bring enthusiasm, professionalism, patience, and a solution-focused mindset to the workplace.

? **CLASSROOM LEADERSHIP:** You can actively engage children in meaningful learning experiences, establish routines, manage classroom behavior, and create a nurturing, structured environment.

? **SAFETY FIRST:** You understand that competent supervision, health and safety practices, and protecting the well-being of every child are **NON-NEGOTIABLE**.

WE WANT EDUCATORS WHO:

- Are actively engaged with children — not just physically present.
- Take initiative and demonstrate accountability without constant reminders.
- Understand the importance of teamwork, communication, and professionalism.
- Can balance nurturing relationships with structure and effective classroom management.
- Bring creativity, energy, and purpose into their daily interactions.
- Take ownership of their classroom and pride in their work.
- Want to grow professionally and contribute to a culture of excellence.

Responsibilities

A. Child Safety & Supervision

- Maintain active supervision of all toddlers during classroom activities, meals, rest periods, toileting, transitions, and outdoor play.
- Maintain required staff-to-child ratios and ensure children are properly accounted for throughout the day.
- Conduct regular headcounts, particularly during transitions between locations.
- Ensure classroom materials, toys, and equipment are age-appropriate and safe.
- Follow children's individual health care plans, allergy precautions, and emergency procedures.
- Ensure proper diapering, toileting, handwashing, and sanitation procedures.
- Immediately report incidents, injuries, and safety concerns.
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B. Curriculum & Educational Development

- Develop and implement engaging weekly lesson plans aligned with children's developmental stages and individual needs.
- Provide hands-on learning opportunities supporting language, early literacy, cognitive skills, sensory development, and fine and gross motor skills.
- Incorporate music, movement, storytelling, art, dramatic play, and outdoor exploration.
- Encourage independence through age-appropriate self-help skills, including handwashing, dressing, cleaning up, and feeding.
- Observe and document developmental progress and emerging skills.

- Modify activities to accommodate different abilities, interests, and learning styles.

C. Behavior Guidance & Social-Emotional Development

- Model and teach positive behavior, kindness, sharing, cooperation, and appropriate communication.
- Use developmentally appropriate guidance techniques, including redirection, positive reinforcement, and emotional support.
- Help children identify and express emotions appropriately.
- Support children through separation anxiety, frustration, conflict, and transitions.
- Never use corporal punishment, humiliation, threats, or inappropriate disciplinary practices.
- Maintain a calm, consistent, and emotionally supportive classroom atmosphere.
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D. Classroom Leadership & Organization

- Establish and maintain structured, predictable daily routines.
- Assign responsibilities and provide direction to Assistant Teachers.
- Ensure classroom learning centers are organized, inviting, and developmentally appropriate.
- Oversee meals, rest periods, toileting routines, and transitions.
- Ensure lesson plans, attendance, observations, and required classroom documentation are completed accurately and on time.
- Monitor supplies, classroom cleanliness, and equipment needs.
- Ensure classroom staff are actively engaged with children and fulfilling assigned responsibilities.
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E. Parent Communication & Professionalism

- Maintain professional communication with families regarding children's development, daily activities, behavior, and progress.
- Communicate significant concerns to management promptly.
- Support parent-teacher conferences and developmental discussions.
- Maintain confidentiality and positive relationships with families.
- Demonstrate leadership, initiative, dependability, professionalism, and accountability.

- Participate in required training, meetings, and professional development.

Qualifications

Minimum one year's experience caring for infants and toddlers. CDA preferred.

- **Minimum Education Level:** Some College Credits
- **Preferred Education Level:** CDA Credential

Application Instructions

To? ?progress? ?further,? ?we? ?would? also ?like? ?to? ?invite? ?you? ?to? ?respond? ?to? ?these? ?VideoAsk? ?questions.? *To? ?complete? ?these? ?questions,? ?you? ?will? ?need? ?access? ?to? ?a? ?phone? ?or? ?computer? ?that? ?allows? ?you? ?to? ?record? ?video.?*

Answer? ?the? ?questions? ?by? ?clicking? here:
https://link.childcareautomation.com/l/frg0KLgCRt

Language Requirements

English, Spanish

Additional Information

Resumes can also be sent to: specialtreasureschildcare@gmail.com

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