Career Development Center
New York Early Childhood Professional Development Institute

Lead Teacher

Moreau LMSW Children and Family Services PC

New York, NY 10032

Teacher | Contract | Onsite | $50,000 - $56,000 a year*

* Salary is determined by qualifications, early childhood college credits and experience.

Posted on November 20, 2026

Organization Statement

The Jewel of Harlem Centers

Founded in 2000 by **Moreau LMSW Children & Family Services, P.C.**, **The Jewel of Harlem Centers** opened its doors on Convent Avenue in the historic Sugar Hill neighborhood of Central Harlem, New York City. Since our inception, we have remained steadfast in our commitment to providing exceptional early childhood education and childcare services to families throughout New York City.

At The Jewel of Harlem Centers, we offer high-quality preschool education within a warm, nurturing, and engaging environment where children feel safe, supported, and inspired to learn. We recognize that selecting the right program for a child is one of the most important decisions a family can make, and we are dedicated to exceeding the expectations of the families we serve.

Our educational approach combines purposeful learning with creativity, imagination, and fun. Through thoughtfully planned experiences and meaningful interactions, we encourage children to become confident, curious, and lifelong learners. Each day is designed to foster discovery, exploration, and a genuine love of learning.

Our comprehensive curriculum features enriching, hands-on activities that support early brain development and promote growth across all developmental domains. Through creative play, collaborative learning, and age-appropriate experiences, children build critical thinking, communication, social-emotional, and problem-solving skills while enjoying the process of

learning.

Located in a beautiful, modern facility, our preschool provides opportunities for children to develop physically, cognitively, socially, and emotionally. Our full-day programs, research-based curriculum, and highly qualified educators work together to prepare children for success in elementary school and beyond. By building a strong educational foundation in the earliest years, we empower every child to thrive as a confident learner and an engaged member of their community. The Department of Education contracts the program.

Job Description

Lead Teacher

The Lead Teacher addresses all areas of development and meets the needs of each child. In partnership with parents, the Lead Teacher observes and assesses children's development, plans the curriculum based on knowledge of child development, designs the learning environment, and implements and supervises developmentally appropriate learning activities. The following are some specific expectations of our Lead Teacher:

Responsibilities

- Supervises children during breakfast, lunch, and indoor activities.
- Supervises children until their parents or designated adults arrive to pick them up from the program.
- Creates an inviting learning atmosphere.
- Conducts parent-teacher conferences.

- Creates and implements lesson plans using the New York City Department of Education Creative Curriculum.
- Provides lesson plans to the education director promptly.
- Completes assessments within the appropriate time frame using Teaching Strategies Gold
- Keeps up-to-date anecdotal, observational notes.
- Updates children's folders and portfolios every three to four months.
- Maintains a clean and healthy learning environment.
- Communicates with them in a respectful, professional manner.

Qualifications

90 credits in early childhood on a study plan/ or related field.

Bachelor's degree in Early childhood or a related field.

Master's degree in Early childhood Teacher certification

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

Application Instructions

The Jewel of Harlem is a bilingual program . We serve children ages two to four years old

Language Requirements

English, Spanish, French

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