

# Lead Preschool Teacher

Schenectady Community Action Program

Schenectady, NY 12307

Teacher

Full-time

Onsite

\$25.11 - \$33.08 an hour\*

\* \$25.11/hr starting w/ Bachelors Degree and \$5k Sign on Bonus \$29.98/hr starting w/ Masters Degree and \$5k Sign on Bonus \$33.08/hr starting w/ Masters Degree - Professional Early Childhood Education Certification and \$5k Sign on Bonus \$5k Sign on Bonus: \$2500 at end of 4 month Introductory Period and \$2500 at the end of the first year!

Posted on March 10, 2026

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## Organization Statement

In partnership with the community, SCAP creates and implements lasting solutions for people of all ages to move out of poverty

## Job Description

This position is responsible for creating a safe, nurturing, and engaging learning environment for young children in a Head Start classroom. The role includes planning and implementing developmentally appropriate activities that support children's learning, growth, and school readiness.

Working closely with classroom staff and families, this role helps meet the individual needs of each child. Responsibilities include preparing lesson plans, maintaining accurate records and documentation, and communicating regularly with families

## Responsibilities

- Plans and implements teacher-directed and child-initiated activities.
- Responsible for the weekly preparation of daily lesson plans, and work as a team with their classroom staff and parents to implement curriculum that is meaningful and meets the individual and program needs.
- Responsible for maintaining a safe and healthy learning environment conducive to growth and development of children.

- Completes all required paper work accurately, efficiently and timely, including but not limited to classroom evaluations, attendance records, volunteer time sheets, and follows through as appropriate.
- When necessary, is a mandated reporter of child abuse and neglect following Agency procedures. Carries out this function with professionalism and confidentiality and reports all incidents to management immediately.
- Prepares a weekly newsletter to be sent home with approval of the Site Supervisor that includes appropriate classroom updates and encourages parents to volunteer.
- Makes active referrals to other service areas, documents the referral as needed and conducts follow up and support for the service working as a member of the Head Start team to assist the child and parent.

## **Qualifications**

- Master's Degree in Early Childhood or Elementary Education with Professional Certification in Birth-3, or,  
Bachelor's Degree in Early Childhood or Elementary Education with Permanent Certification in N-6, or,  
Master's Degree in Early Childhood or Elementary Education with Initial Certification in Birth-3, or,  
Bachelor's Degree in Early Childhood or Elementary Education with Provisional Certification in N-6, or,  
Bachelor's Degree in Early Childhood Education.
- New York State permanent/initial certification in a preschool category preferred.
- A minimum of one (1) teaching experience, which can include internships.
- Demonstrated computer expertise; consistently upgrading skills to remain up to date on the use of technology in the classroom and the workplace.
- Ability to manage classroom and multiple priorities efficiently.
- Demonstrated written and verbal communication skills and the ability to lead a team in the classroom.
- Must provide on a biennial basis a physical from a licensed health care provider, clearing you under New York State Day Care regulations.
- Background check is required prior to employment as required by NYS Day Care regulations and Federal Head Start Performance Standards.

- Knowledge and understanding of issues related to individuals and families in poverty. Ability to build upon the strengths of those we serve with diverse racial, cultural, social, educational and economic backgrounds, including high risk populations, to provide high-level services and lasting solutions to fit each individuals and family's needs.
- **Minimum Education Level:** Bachelor's Degree
- **Preferred Education Level:** Master's Degree

## **Application Instructions**

If you are a motivated individual and see yourself in this role, please complete our application and we will follow up with you on the next steps of the interview process. You may apply directly on our website: <https://www.scapny.org/>

## **Additional Information**

**This position is Full Time: 35hrs/wk, 40-48wks/yr**

***Unemployment benefits during school breaks and summer months!***