

# Early Childhood Education Teacher

Finger Lakes United Cerebral Palsy Inc. DBA Happiness House

Canandaigua, NY 14424

Teacher

Full-time

Onsite

\$42,000 - \$50,000 a year

Posted on March 12, 2026

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## Organization Statement

What happens here changes lives forever!

## Job Description

\*\*\*\$3,000 Signing Bonus!\*\*\*

**Job Title:** Early Education Teacher

**Location:** Happiness House - Canandaigua site

**Salary:** \$42,000 - \$50,000 per year

**Employment:** Full Time/10 Month (37.5 hours per week) - Monday through Friday, 8:00am-4:00pm. Evening and weekend work may be required as job duties demand.

**Summary:** The Early Childhood Education Teacher teaches young children in an integrated pre-school classroom with the Special Education Teacher. They create and maintain a structured and effective program and safe environment that provides for the individual development needs of the children.

## Required Education and Experience:

1. Bachelor's degree in Childhood Education with NYS certification in Childhood Education. Early Childhood Certification (Birth-Grade 2) preferred.
2. Experience working with young children.
3. Knowledge of child development and student learning.

4. Knowledge of content and instructional planning and implementation.
5. Proficient computer skills with knowledge of Microsoft Office programs.
6. Must have demonstrated commitment to performing job duties and tasks at a high level of performance.

### **Competency Requirements**

1. Strong Collaboration Skills.
2. Strong Leadership Skills.
3. Effective Communication Skills.
4. Time Management Skills.
5. Effective Classroom Management Skills.

### **Responsibilities include, but are not limited to:**

1. Imparts agency philosophy of “Equal Opportunity, Independence and Realization of Individual Potential” to children, families, program staff and community resources.
2. Maintains confidentiality of information relating to individuals and their families in accordance with agency policy.
3. Ensure a meaningful and individualized educational experience for all students.
4. Administers developmental assessments to all students to gather data to determine how to meet the individual development needs of the children.
5. Works with the Special Education Teacher to coordinate a structured program and safe environment that provides for the individual development needs of the children.
6. Coordinates daily and weekly lesson plans with the Special Education Teacher that are available for review by the Program Director or the Education Coordinator.
7. Maintains all necessary paperwork in portfolios for each child.
8. Participates in all parent-teacher conferences for children in the New Friends program.
9. Attends all team, discipline, and staff meetings as designated.
10. Creates lesson plans using NYS Learning Standards and agency-selected curriculum.
11. Supervises classroom paraprofessionals, aides and assistants, students, volunteers, and others involved in helping capacities with input from the Special Education Teacher.

12. Completes annual performance appraisals for paraprofessionals, teaching assistants, and teacher aides with input from the Special Education Teacher.
13. Schedules parent and family classroom visits in conjunction with the Special Education Teacher.
14. Develops an annual inventory of all classroom equipment and supplies together with the Special Education Teacher.
15. Submits daily/monthly attendance records for all children without disabilities.
16. Participates in conferences, workshops, department meetings, and in-service training as needed or recommended to enhance job skills and personal growth and development.
17. Adheres to the agency's policies and procedures as well as department guidelines.

**Supervisory Responsibility:** Supervises Paraprofessionals, Teaching Assistants and Teacher's Aides.

**Other Duties:** This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**Work Environment:** This job operates in a preschool program environment. This role routinely uses standard office equipment.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit, stand; walk; use hands to finger, handle or feel; and reach with hands and arms. The employee must frequently lift and/or move objects up to 10 pounds and occasionally lift and/or move objects up to 30 pounds.

**Travel:** Travel is primarily local during the business day, but employee may be expected to work at any of our partner agencies. Some out-of-the-area and overnight travel may be expected.

*The listed base pay range is a good faith representation of current potential base pay for successful applicants. It may be modified in the future. Pay is determined by factors including experience, relevant qualifications, internal equity, and location.*

**EEO Statement:** The agencies are equal opportunity employers. We do not discriminate against employees or applicants in the hiring, promotion, compensation, placement, termination, layoff, recall, transfer, leaves of absence or any other term or condition of employment on the basis of race, color, religion, sex, sexual orientation, gender orientation/identity, national origin, age, disability, genetic information, marital status, amnesty or status as a covered veteran, domestic violence victim status, prior arrest and conviction records or any other protected category in accordance with applicable federal, state and local laws.

## **Responsibilities**

### **Responsibilities include, but are not limited to:**

1. Imparts agency philosophy of “Equal Opportunity, Independence and Realization of Individual Potential” to children, families, program staff and community resources.
2. Maintains confidentiality of information relating to individuals and their families in accordance with agency policy.
3. Ensure a meaningful and individualized educational experience for all students.
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## **Qualifications**

### **Required Education and Experience:**

1. Bachelor's degree in Childhood Education with NYS certification in Childhood Education. Early Childhood Certification (Birth-Grade 2) preferred.
2. Experience working with young children.
3. Knowledge of child development and student learning.
4. Knowledge of content and instructional planning and implementation.
5. Proficient computer skills with knowledge of Microsoft Office programs.
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### **Competency Requirements**

1. Strong Collaboration Skills.
  2. Strong Leadership Skills.
  3. Effective Communication Skills.
  4. Time Management Skills.
  5. Effective Classroom Management Skills.
- **Minimum Education Level:** Bachelor's Degree
  - **Preferred Education Level:** Bachelor's Degree

### **Application Instructions**

Complete an online application at the following link:

[https://recruiting.myapps.paychex.com/appone/MainInfoReq.asp?R\\_ID=6859337](https://recruiting.myapps.paychex.com/appone/MainInfoReq.asp?R_ID=6859337)

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