



# Lead Toddler Teacher

Queen City Early Childhood Center

Buffalo, NY 14211

Teacher

Full-time, Part-time

Onsite

\$16.00 - \$22.00 an hour

Posted on March 31, 2026

## Organization Statement

Queen City Early Childhood Center is a high-quality childcare program serving children ages 6 weeks to 12 years in Buffalo, New York. Our mission is to help every child develop their best mind, their love of learning, their personality, and their bright future.

We are committed to providing a safe, nurturing, and engaging environment where children can grow academically, socially, and emotionally. Our team works collaboratively to create meaningful learning experiences while maintaining the highest standards of care and professionalism.

At Queen City, we value dedication, accountability, and a genuine passion for working with children. We are proud to build a team of educators who lead with patience, positivity, and purpose.

## Job Description

The Lead Toddler Teacher is responsible for managing the day-to-day operations of the classroom while ensuring a safe, structured, and stimulating environment for children. This role includes planning and implementing developmentally appropriate activities, supervising staff, and maintaining compliance with all center policies and state regulations.

The Lead Teacher actively engages with children, supports their developmental growth, and maintains open communication with families through daily interactions, progress updates, and conferences. This position also includes supervising and supporting teacher assistants, ensuring classroom organization, and maintaining accurate records.

The ideal candidate demonstrates strong leadership, professionalism, and a commitment to high-quality early childhood education.

## Responsibilities

- Plan and implement developmentally appropriate curriculum and activities
- Lead and supervise teacher assistants and classroom staff
- Create a safe, nurturing, and engaging classroom environment
- Support children's social, emotional, cognitive, and physical development
- Maintain classroom organization, cleanliness, and materials
- Communicate regularly with parents (updates, reports, conferences)
- Ensure compliance with all center policies and state regulations
- Monitor and maintain health, safety, and hygiene standards
- Observe and document children's progress and development
- Maintain accurate records, reports, and documentation
- Foster a positive, team-oriented work environment
- Participate in ongoing professional development

## Qualifications

Candidates must have a **minimum of 2 years of professional childcare experience** and a strong understanding of child development. Applicants should demonstrate leadership ability, professionalism, and the ability to effectively manage a classroom and guide support staff.

An **Associate's Degree in Early Childhood Education or a related field with at least 30 ECE credits is required**. Candidates must have strong communication, organizational, and interpersonal skills, along with the ability to build positive relationships with children, families, and staff.

**Infant/Child CPR and First Aid certification is required (or willingness to obtain)**. All candidates must be able to pass a **full background check and health screening** in accordance with state regulations.

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

## Application Instructions

To apply please email your resume to **cthompson@queencityecc.com** and **vevans@queencityecc.com**.

Please include your **full name, the position , and your availability** to interview in the subject line.

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