

# Head Teacher/Admin

Charlotte's place

Brooklyn, NY 11231

Teacher

Full-time

Onsite

\$20.00 - \$30.00 an hour

Posted on June 4, 2026

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## Organization Statement

Infant/toddler center

## Job Description

Manage the day to day operations. Greet families in the morning, communicate with parents during the day. Plan and implement activities. Manage staff.

## Responsibilities

Day to day operations. Lesson plan. Oversee activities. Paperwork. Organizing.

## Qualifications

Must have high school but BA with ECC preferred.

- **Minimum Education Level:** Highschool Graduate or GED
- **Preferred Education Level:** Bachelor's Degree

## Application Instructions

Apply with updated resume.

## Language Requirements

English

## Additional Information

Must be upbeat and friendly.

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