

Head Teacher Infants

Mount Kisco Child Care Center

Mt Kisco, NY 10549

Teacher

Full-time

Onsite

\$22.00 - \$24.00 an hour

Posted on August 10, 2026

Organization Statement

Mount Kisco Child Care Center is a non profit, NAEYC accredited Child Care Center, whose mission is to provide high quality care for every child in the community regardless of a family's ability to pay. We are seeking Full time Assistant teachers and Full-time floaters/substitutes who love children and want to be part of our MKCCC family.

Job Description

The Infant Head Teacher is responsible for creating and maintaining a safe, nurturing, and responsive classroom environment for infants. The Head Teacher leads the classroom teaching team, plans and implements developmentally appropriate experiences, and ensures that each child's individual needs, routines, and developmental goals are supported. This position requires strong knowledge of infant development, responsive caregiving practices, positive classroom management, and the ability to build trusting relationships with children, families, and colleagues.

Responsibilities

- Lead and supervise the daily operation of the infant classroom in accordance with program policies, procedures, and New York State licensing requirements.
- Create a warm, nurturing, and responsive environment that supports infants' social-emotional, cognitive, language, physical, and early learning development.
- Develop and implement developmentally appropriate activities and experiences based on the individual interests, abilities, and needs of the children.

- Provide responsive caregiving and consistently respond to infants' cues, needs, and individual routines.
- Establish and maintain predictable daily routines while remaining responsive to each child's individual feeding, sleeping, diapering, and developmental needs.
- Supervise children at all times and maintain appropriate ratios and group sizes.
- Lead and support Assistant Teachers and other classroom staff, providing guidance, modeling, and feedback as appropriate.
- Delegate classroom responsibilities and ensure that all members of the teaching team understand and follow classroom routines and expectations.
- Maintain accurate records and documentation related to children's care, development, observations, and assessments.
- Use observations and assessment information to individualize activities, interactions, and learning experiences.
- Communicate regularly and professionally with families regarding their child's daily experiences, development, routines, and needs.
- Build strong, respectful partnerships with families and encourage open communication.
- Support infants' developing independence and emerging skills through appropriate opportunities for exploration and self-help.
- Follow safe sleep practices and all required health, safety, sanitation, and supervision procedures.
- Ensure that the classroom is clean, organized, well-maintained, and appropriately equipped for infants.
- Complete required classroom documentation, including attendance, daily reports, incident/accident reports, and other records as needed.
- Participate in parent meetings, conferences, staff meetings, professional development, and other program activities.
- Collaborate with the Program Director and other staff to address individual child and classroom needs.
- Maintain confidentiality regarding children, families, and staff.
- Follow all applicable OCFS regulations, program policies, and health and safety requirements.
- Perform other duties as assigned to support the effective operation of the program.

Qualifications

- **Minimum of an Associate Degree in Early Childhood Education (ECE) or a related field with at least 12 college credits in Early Childhood Education.**
- Previous experience working with infants and young children required; experience in a licensed child care or early childhood program preferred.
- Experience in a lead teaching or classroom leadership role preferred.
- Strong understanding of infant development and responsive caregiving practices.
- Ability to create a nurturing, developmentally appropriate, and inclusive learning environment.
- Strong communication, organization, and teamwork skills.
- Ability to lead, support, and collaborate effectively with Assistant Teachers and other classroom staff.
- Patient, dependable, flexible, and able to respond calmly and appropriately to the changing needs of infants.
- Ability to observe children and use observations and assessment information to individualize care and learning experiences.
- Must meet all applicable New York State OCFS qualifications and requirements for the position.
- Must complete required background checks, health clearances, and mandated training.
- Must be able to safely perform the physical responsibilities of the position, including lifting and carrying infants and young children, bending, standing, walking, sitting on the floor, and assisting with daily caregiving routines.
- **Minimum Education Level:** CDA Credential (with credit-bearing certificate)
- **Preferred Education Level:** Associate's Degree

Application Instructions

email resume to kwilson@mkccc.org

Language Requirements

English

Additional Information

Ability to speak Spanish preferred.