

Head Start Group Teacher (3-5 Year Olds)

Committee for Early Childhood Development Head Start

Jamaica, NY 11434

Teacher

Full-time

Onsite

\$45,282 - \$79,784 a year

Posted on August 31, 2026

Organization Statement

Committee for Early Childhood Development Head Start unites families, staff and community organizations together to support the growth and development of children ages birth to five, including children with disabilities.

C.E.C.D. Head Start combines high quality education, parent involvement and strong community linkages to ensure family preservation, while opening a pathway to a bright and successful future for families.

Job Description

A CECD Head Start Group Teacher is expected to plan and manage a safe, inclusive preschool classroom environment that promotes the physical, cognitive, social, and emotional development of children ages three to five.

Responsibilities

- * Assist team members and volunteers in maintaining an orderly, safe and attractive classroom.
- * Complete and submit all required paperwork and documentation as scheduled
- * Conduct Parent/Teacher Conferences and Home Visits.
- * Delegate and assign tasks as described in the job descriptions and program policies.
- * Encourage parents to be active participants in their child's education.
- * Ensure that all classroom activities are developmentally appropriate and carried out on a daily basis, according to CECD program philosophies, policies and procedures and Head Start

Program Performance Standards.

- * Ensure that children are involved in the planning and preparation of nutritious cooking activities once a month
- * Exercise control and maintain classroom discipline.
- * Handle emergency situations as designated by program policies and procedures.
- * Maintain, with team members and parents, an approach to guidance that is within the Head Start Program Performance Standards and C.E.C.D. Head Start policy to ensure that children are taught, disciplined and supervised in a consistent manner.
- * Provide a setting that meets the individual needs of children, assess each child's developmental needs and write individual lesson plans once a month.

Qualifications

- *Must have a minimum of a Bachelor's degree in Early Childhood Education or a related field.
- *Must be working towards a Master's degree or be willing to sign a letter of commitment agreeing to complete graduate school in 3 years.
- * A minimum of two years' experience working in a preschool setting, with children ages 3-5 is preferred.
- * Should have some knowledge of developmentally appropriate practices. Knowledge of early childhood special education is a plus.
- *Knowledge of Head Start Program Performance Standards is a plus.
- * Familiarity with the Creative Curriculum and Teaching Strategies Gold is a plus.
- * Must possess strong supervisory skills.
- * Must have excellent communication skills and the ability to relate to both children and adults.
- * Must be able to read and write English.
- * Must possess exceptional organizational skills
- * Must be computer-literate.
- * Must be in good physical and emotional health.
- * Must complete screenings from the NYC Department of Investigation (\$101.75) and the NYS Central Registry (\$25.00). All fees are the sole responsibility of the applicant.

* Must have had Child Abuse Training within the last two years, or complete on-line training if hired.

* Applicants who speak Spanish, French/Creole, Urdu or African dialects will be strongly considered.

- **Minimum Education Level:** Bachelor's Degree
- **Preferred Education Level:** Master's Degree

Application Instructions

Applicants should email their resume to:

hrservices@cecdhs.org

lphillips@cecdhs.org

Resumes should be sent as an attachment. Please do not include them in the body of the email.

Language Requirements

English, Spanish, Haitian Creole