



Building  
communities  
one life  
at a time

**Mosholu Montefiore Community Center**  
3450 Dekalb Avenue Bronx, NY 10467  
Phone: 718. 882.4000 | Fax: 718. 882. 6369 | [www.mwmcc.org](http://www.mwmcc.org)

## Job Announcement: Pre-K Lead Teacher

Status: Full-Time, Union, In-Person

Reports to Education Director

**Annual Salary:** \$41,000 to \$68,652 - commensurate with education and experience.

**Schedule:** Monday – Friday, 8:00 am – 4:30 pm

### Benefits:

- Paid time off
- Pension
- Health insurance
- Life insurance
- Dental insurance
- Vision insurance
- Flexible spending accounts
- 403 (b) retirement plan with agency match
- Professional Development
- Employee Assistance Program
- Employee Discount
- Prenatal Leave
- Parental Leave

The Mosholu Montefiore Community Center (MMCC) is a vital community resource that changes the course of lives of Bronx and Manhattan residents to a degree not otherwise possible. Each year, we serve more than 35,000 preschoolers, school age children, teens, adults and senior citizens through our support, enrichment, education, and recreation programs, expanding their opportunities to live full, productive lives.

We have a family like working atmosphere where everyone works as a team. Join us in building communities one life at a time and build relationships that last a lifetime.

### Position Summary:

The Pre-K Teacher will be responsible for the day-to-day operations of the Head Start or/and UPK classroom including building relationships with the children's families. The Preschool Teacher will collaborate with a Teacher Assistant to ensure the successful operation of the classroom. The Preschool Teacher also collaborates with a team of other teachers, family workers, consultants, and administrators to implement the curriculum to achieve the goals for each child. He/she will develop developmentally appropriate lesson plans as well as an individual plan for each child. The Pre-K Teacher will implement and will supervise implementation of the lessons to meet children's school readiness goals and support their development across all domains. He/she will document children's progress, assess their development, conduct parent-teacher conferences, analyze outcomes report, etc. The Pre-K Teacher will be responsible for keeping all children safe.

### Duties and Responsibilities:



- Implements a child-center curriculum and learning environment that encourages positive social interaction, active engagement in learning, and self-motivation to promote development in all early childhood learning domains
- Address challenging behavior, implementing prevention measures, teaching the child new social and communication skills and partnering with families to support the child at home.
- Preparation of the daily lesson plans.
- Develop an individual plan for each child
- Supervise the planning and implementation of the classroom accounting for the academic, social, development, physical and mental health of the children.
- Conduct two educational home visits a year,
- Complete an assessment of each with child within the first 45 days of school,
- Conduct quarterly Teaching Strategies Gold assessments in the (Fall, Winter and Spring) monitor student progress
- Record and analyze students' progress with the child development center school readiness goals
- Assist children and families transition in and out of the program
- Maintain classroom equipment and materials
- Ensure the classroom is safe and clean
- Perform other duties as assigned by the Education Director

#### Requirements:

- Must have at least a BA/BS in Early Childhood Education and will commit to a study plan towards Early Childhood Education Teacher Certification.
- Applicants with a NYS Teacher Certification in ECE are preferred.
- Basic computer literacy in email, word processing and internet navigation
- Obtain CPR/First Aid, Child Abuse and Preventing Infectious Diseases within the first six months of employment
- Bilingual- Spanish/English applicants are preferred

**To Apply:** Send resumes, cover letters, and questions to Donna Mendoza, Director of Child Development Center, [dmendoza@mmcc.org](mailto:dmendoza@mmcc.org) Your cover letter must address your qualifications for this Preschool Teacher position, salary requirements and your interest in MMCC.

*We are looking for individuals with a high level of maturity, respect for others, the ability to work on a team, and an appreciation for a multicultural workplace*

#### **EQUAL OPPORTUNITY EMPLOYER. DRUG FREE WORKPLACE.**

MMCC is an equal opportunity employer that is committed to cultural competency, diversity, and inclusion and values the ways in which we are different. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, veteran status, or other characteristic protected by the applicable law.