

	<p><b>Shinnecock Indian Territory</b> PO Box 5006 * Southampton, NY 11969</p> <p><b>Wuneechanunk Shinnecock Preschool</b> 100 Church Street * Southampton, NY 11969</p> <p><b>Natahne Dennis, Director, 631-318-4853</b> <a href="mailto:Natahnedennis@shinnecock.org">Natahnedennis@shinnecock.org</a></p> <p><b>Tiskwa Reddick, Associate Director, 631-318-4852</b> <a href="mailto:TiskwaReddick@shinnecock.org">TiskwaReddick@shinnecock.org</a></p>	
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**Job Title:** Lead Teacher

**Reports To:** Preschool Director

**FLSA Status:** Non-Exempt, Salary

**Department:** Wuneechanunk Shinnecock Preschool

**Salary Range:** Commensurate with experience

**Application Deadline:** Until Position Filled

**Summary:** We are looking for a lead teacher who can effectively address the needs of young children in a learning environment. The lead teacher is responsible for providing developmentally appropriate activities that align with all learning domains while being inclusive to all cultural and learning barriers.

To be a successful early childhood teacher you should be able to display patience, strong communication skills and a kind and gentle demeanor when interacting with children.

**Essential Duties and Responsibilities** include but not limited to:

- Teaching and following a daily routine.
- Consistently planning innovative ways of keeping children actively engaged in learning through play.
- Ensuring the social and emotional growth of the child.
- Addressing the physical needs of the individual child or group.
- Takes anecdotal notes daily for individual children.
- Documenting and reporting on students' progress at regular intervals.
- Composing detailed reports for parents.
- Mentoring and supervision of teacher aides to ensure that they are performing their functions correctly.
- Adhering to legal and educational requirements to ensure students' well-being.
- Representing the school to relevant stakeholders.

**Qualifications:**

Minimum certifications considered includes a CDA in Infants/toddlers and/or Preschool aged children or equivalent.

Associate's or Bachelor's degree in the field of Early childhood education is preferred.

Valid state license or equivalent.

Proven experience in curriculum development and implementation.

Prior experience in teaching within this age group.

Excellent interpersonal and leadership skills.

Strong analytical and problem-solving skills

A passion for early childhood development.

**Professional Development:** Attend educational in-service training, conferences, and staff meetings and read literature to support and continue professional and personal growth.

**Language Ability:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

**Math Ability:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**Reasoning Ability:**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**Computer Skills:**

To perform this job successfully, an individual should have knowledge of Word Processing software; Spreadsheet software; Internet software and Contact Management systems.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. While performing the duties of this job, the employee is frequently required to stand and walk. The employee is occasionally required to sit.

**Additional Requirements:**

All new employees of the Wueechanunk Shinnecock Preschool must submit to and pass a comprehensive background check and be finger printed.