



Job Announcement Head Teacher- 3K

Riverdale Neighborhood House, Inc (RNH) serves the vibrant, diverse community of Riverdale offering programs and human services for families and individuals in the greater Bronx. Our highly respected Early Childhood Center offers educational programs for 3K and Pre-K for All.

RNH is looking to hire a **Head Teacher** to work with preschool aged children for the **2024-2025 School Year**.

Responsibilities & Duties:

- Plan an appropriate curriculum incorporating current recommended standards in the areas of literacy, math, science, social studies, and the arts.
- Supervision of assistant teachers and other staff in your classroom. Conduct weekly meetings with assistants to discuss lesson plans and work towards developing a real team approach
- Complete yearly evaluations for your assistant(s) and any other staff assigned to you
- Keep careful records of the children's attendance, punctuality and progress for both RNH records and any mandated reporting
- Conduct parent teacher conferences at least twice each school year
- Attend staff and supervision meetings
- Participate in the choice of materials and maintain classroom and materials in good condition
- Oversee health and safety needs of the children in your care
- Work closely with administration re: special development/ educational/family needs of your students
- Work diligently to uphold standards set forth by NYS and NYCDOE/NYCDOH
- Maintain awareness of your job as it relates to the overall agency and other members of the Early Childhood staff
- Attend and seek out Professional Development opportunities
- Carry out other assignments from time to time as requested by the Director
- Participating, in some capacity, in RNH events

Qualifications:

- Flexible, energetic individual who contributes to a positive and collaborative culture at RNH



- Eligible candidates should hold a NYS Teaching Certification or have a Bachelor's Degree and be in the process of obtaining certification.
- Minimally 1 year of experience working in early childhood and/or with children preferred
- Successful Background check and State Central Registry clearances required
- Able to perform physical activities including constant bending, standing, and lifting up to 25-30 lbs.

Work Schedule: Monday - Friday from 8:00AM-3:30 PM

Pay Rate:

As per NYCDOE requirements, certified teacher with Master's degree: \$68,652

Teacher with Bachelor's on study plan: \$50,000-\$60,000

To Apply: Please send a resume and cover letter by **email** to Criselda Carmenate, Director of Children's Programs at ccarmenate@riverdaleonline.org. **No phone calls, please.**

EQUAL OPPORTUNITY EMPLOYER: Riverdale Neighborhood House is an Equal Opportunity Employer.

Work authorization: United States (Required)