

Job Title: Preschool Lead Teacher

Location: Magic Years Cooperative Preschool

Job Type: Full-time (30 hrs/week), School-Year Contract

Reports to: Board of Directors

Employment Status: This position is offered as a full-time role (30 hours per week), with an anticipated start date of October 2025.

Compensation: Salary determined based upon successful applicants' experience and degrees

Work Schedule: Monday–Thursday, 8:00 AM – 2:30 PM, Friday 8:00AM-12PM

Job Summary:

*We are seeking a **caring, energetic, and dependable Preschool Lead Teacher** to **design, implement, and manage** a safe, nurturing, and stimulating classroom environment for young children. The ideal candidate will serve as the primary educator for the Starfish class, delivering curriculum and fostering the children's physical, emotional, social, and intellectual development.*

Magic Years Cooperative Preschool Philosophy: *Magic Years is a **play-based preschool** featuring an early childhood education program that emphasizes learning through play, exploration, and hands-on experiences. This approach is rooted in the belief that young children learn best when they are actively engaged in activities that are meaningful and enjoyable to them. We seek a candidate with a strong understanding of a play-based curriculum that lays a strong foundation for kindergarten readiness while nurturing the whole child—intellectually, emotionally, socially, and physically—through joyful, purposeful play.*

Key Responsibilities:

The Lead Teacher is responsible for all aspects of classroom management, instruction, and coordination with the Program Director, Assistant Teacher, and parents.

Curriculum & Instruction

- **Establish and implement** an age-appropriate **curriculum** for the Starfish class that adheres to the school's play-based philosophy.
- **Meet regularly with the Program Director** to prepare the monthly calendar and coordinate curriculum plans.

- Act as a **facilitator**—observing, guiding, and extending children’s learning as they explore their environment.
- Serve as the **Lead Teacher for Afternoon Adventure** as needed (part of compensated salary).

Parent & Staff Communication

- **Communicate regularly with parents** on the progress of children, including holding **two (2) scheduled parent/teacher conferences** per year.
- Maintain **weekly office hours** when parents can contact the teacher.
- Attend **monthly meetings** with the Co-Presidents.
- Communicate with the Co-Presidents regarding PTO and sick leave and provide required notice.

Administrative & Oversight

- **Monitor and observe the Lead Dolphin Teacher**, including attending Dolphin classes periodically.
 - **Arrive by 8:20 AM** and remain until the school is cleaned and prepared for the next day.
 - Adhere to the school calendar and the policies outlined in the Magic Years staff handbook and Bylaws.
 - Oversee Dolphin classroom activities in the event of the other Lead Teacher's absence.
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Qualifications:

- Bachelor's or Associate's Degree in Early Childhood Education (ECE).
 - MA early childhood certification or credentials (**EEC Lead Teacher certification**)
 - Proven experience as a Lead Teacher in an early childhood education setting.
 - Strong knowledge of **play-based curriculum** development and implementation.
 - Exceptional communication and interpersonal skills for interacting with children, parents, and staff.
 - Ability to perform physical tasks associated with childcare.
 - CPR and First Aid certification (or willingness to obtain).
 - Must be able to pass suitable **CORI/SORI** checks.
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Skills:

- Patience, flexibility, and a nurturing disposition.
- Ability to follow directions and work effectively as part of a team.
- Passion for early childhood development and education.

How to Apply:

Please submit the following required materials to The Hiring Committee at magicyearscoopiring@gmail.com:

1. **Resume:** A current CV detailing your relevant experience.
2. **Cover Letter:** A brief letter outlining your philosophy on play-based learning and how your experience aligns with our program's needs.

We will begin reviewing applications immediately. Due to the urgent need for this temporary position, we encourage prompt submission.