



Grace Church School

HEAD TEACHER

Grace Church School, a non-sectarian preschool in Brooklyn Heights, is seeking head teachers for the 2025-2026 school year. Our students are two to five years old. We are a learning community that adheres to a developmentally appropriate and emotionally responsive approach. Our classrooms provide a variety of hands-on, child-centered learning experiences. The faculty at GCS is deeply committed to ensuring that every child feels respected and valued.

RESPONSIBILITIES

Head teachers are responsible for the overall planning and implementation of classroom curriculum, supervision of Associate Teachers, and parent communication and written records and reports.

- Plan and implement strategies and communication to promote a harmonious and collaborative teaching atmosphere.
- Serve as a supervisor and mentor for associate teachers particularly in regard to their work on parent communication, classroom management, child observation and recording, and leading activities.
- Set the tone for positive and individualized relationships with each student.
- Hold primary responsibility for curriculum planning.
- Hold primary role in leading individual, small group and large group activities.
- Have knowledge of developmental variations and work well with a range of children.
- Prepare materials and maintain a well-organized, safe, and attractive classroom.
- Take a leadership role in building relationships with parents and communication.
- Hold primary responsibility for parent teacher conferences.
- Hold primary responsibility for internal and external report writing and evaluations.

PERSONAL & PROFESSIONAL QUALIFICATIONS

- Master's degree in early childhood education or approved related field
- Experience leading an early childhood classroom and communicating effectively with parents and colleagues.
- Experience writing internal observations and reports as well as external writing such as newsletters, curriculum updates, and teacher evaluations.
- Warmth, patience, and a sense of humor are essential

COMPENSATION & BENEFITS

- Salary of \$70,000-\$80,000 based on experience
- School covers 100% of health insurance premium
- Contribution and match towards retirement account

SCHEDULE

- August 26, 2025– June 12, 2025 (excluding school holidays and vacation)
- Monday-Friday 8:30am-3:30pm

To apply please resume and cover letter to jobs@gracechurchschool.org