

# SAY YES BUFFALO INTERNSHIP OPPORTUNITY SUBMISSION FORM

**Please note this is a full-time job description and NOT an internship.**

**Organization Name:** Lighthouse Center

**Location:** 1166 Jefferson Ave, Suite E. Buffalo, NY 14208

Website: [Home | Your Best Self Begins Here | Best Self | Your BestSelf begins here \(bestselfwny.org\)](#)

**Position Supervisor/Title:** Lead Teacher reports directly to the Assistant Director

**Job Classification:** Teaching Staff

**Responsibilities and Duties:**

Including, but not limited to the following:

- Establish and enforce rules for behavior and procedures for maintaining order.
- Organize and lead activities designed to promote physical, mental, and social development, such as games, arts and crafts, music, storytelling, and field trips.
- Teach basic skills, such as color, shape, number and letter recognition, personal hygiene, and social skills.
- Observe and evaluate children's performance, behavior, social development, and physical health.
- Read books to entire classes or to small groups.
- Attend to children's basic needs by feeding them, dressing them, and changing their diapers.
- Provide a variety of materials and resources for children to explore, manipulate, and use, both in learning activities and in imaginative play.
- Help arriving children to the school environment by greeting them, helping them remove outerwear, and selecting activities of interest to them.
- Serve meals and snacks in accordance with nutritional guidelines.
- Teach proper eating habits and personal hygiene.
- Prepare materials and classrooms for class activities.
- Follow and enforce all ABC Learn and Play Inc. Policies and Procedures.
- Identify children showing signs of emotional, developmental, or health-related problems and discuss them with supervisors, parents or guardians, and child development specialists.
- Establish clear objectives for all lessons, units, and projects and communicate those objectives to children.
- Meet with parents and guardians to discuss their children's progress and needs, determine their priorities for their children, and suggest ways that they can promote learning and development.
- Follow all Office of Children and Family Services Regulations

# SAY YES BUFFALO INTERNSHIP OPPORTUNITY SUBMISSION FORM

## **Required Qualifications:**

- A Lead Teacher must possess an associate degree or higher in early childhood education or child development, and one year of experience. Preferably will also have a minimum of two years of experience or have CDA
- Be certified in CPR, First Aid, or obtain certification upon hire.
- Complete a Tuberculosis test and physical and provide a physician's documentation of both.
- Complete Comprehensive Background Check for NYS Office of Child and Family Services.
- Complete Fingerprint Process

**Preferred Requirements:** Say Yes Buffalo scholar in good standing—must be at least a rising sophomore. Say Yes Buffalo college graduates may also apply.

## **Required Expectations:**

- Be available as early as 6:00 am and as late as 6:30 pm
- Be self-driven and love to work with children.
- Possess a strong work ethic and have minimal absences.
- Be a professional, positive role model for the children and other employees.
- Interact with parents daily and speak with them about their child(ren)
- Provide and loving, caring, nurturing learning environment for all children.
- Assist with meal preparations.

## **Interview:**

Interviews will be conducted as applications received and the employer will contact them directly.

## **To apply:**

Submit resume to [buffalointernships@sayyesbuffalo.org](mailto:buffalointernships@sayyesbuffalo.org). If necessary, Say Yes staff may send you suggestions before we send your application materials to the employer(s). To submit your materials by the deadline, please ensure that you check your email and reply promptly.

*Please note, students will still need to complete the application with the employer once materials are submitted and approved.*

# SAY YES BUFFALO INTERNSHIP OPPORTUNITY SUBMISSION FORM

**Deadline:** TBD

**Compensation:**

Please keep in mind that the above job description is meant to be a guideline and does not list in detail all the job responsibilities of the Lead Teacher. All duties of the Lead Teacher position will be covered in orientation and during the “hands-on” portion of the position training.