

Explora Job Description

To apply, email a cover letter and resume to Sarah McKinney at smckinney@explora.us.



Group: Brillante Early Learning Center

Position: Lead Teacher

Reports to: Director of Brillante Early Learning Center

FLSA status: Hiring for both full-time (40 hours per week) and part-time (hourly) positions

Salary: Full-time, starting at \$44,000/year with 100% employer-paid health insurance premiums and additional benefits (value of additional 30%), based on qualifications. This position qualifies for pay parity compensation through NM ECECD (<https://eceedscholarship.org/wage-parity-information/>).

Position Summary:

Be a founding educator of Brillante Early Learning Center at Explora. The Brillante Lead Teacher will be responsible for creating a joyous, nurturing, exploration-based learning environment for 2- to 3-year-old children in a new full-day (7:30 am to 5:30 pm) preschool/childcare classroom located inside Explora Science Center & Children's Museum. The Lead Teacher will play a pivotal role in piloting Brillante's first full-time, licensed classroom before the grand opening of Explora's 8-classroom Brillante Early Learning Center.

Explora is committed to building a culturally diverse staff that reflects the demographics of New Mexico and strongly encourages applications from candidates of color.

Essential Duties and Responsibilities:

- Core Teaching and Learning
 - Design and implement developmentally appropriate, inquiry-based lesson plans.
 - Foster a learning environment that is inclusive, culturally responsive, and respectful of all children as competent, valued community members.
 - Support children's social-emotional, cognitive, and physical development through experiential, play-based learning experiences.
 - Observe and document children's learning using meaningful, authentic practices to support curriculum development, including portfolios.
 - Model respectful, nurturing relationships with children that promote care, wellness, and a strong sense of belonging.
- Classroom Environment
 - Create and maintain safe, clean, organized, and aesthetically welcoming learning environments, including outdoor spaces.
 - Design accessible spaces that support all children's participation, learning, and well-being.
 - Display documentation that reflects and celebrates children's learning, thinking, and project work.
- Team Leadership and Professional Collaboration
 - Serve as the accountable team member for classroom operations, including lesson planning, compliance documentation, and continuous quality improvement goals.
 - Collaboratively coordinate and delegate classroom responsibilities among teaching team members.
 - Foster a team culture of professionalism, mutual respect, shared responsibility, and continuous growth.
 - Mentor and support colleagues, interns, and volunteers, modeling best practices in early childhood education.
- Family and Community Engagement
 - Build strong, trusting relationships with families as partners in their children's care and learning.

- Serve as the main point of contact for families in the class.
- Communicate regularly with families through posts, newsletters, and direct updates.
- Facilitate family-teacher conferences and home visits.
- Contribute to Brillante’s role as a hub for family and community resources by connecting families to relevant support when needed.
- Organizational Values and Workplace Culture
 - Reflect and uphold Brillante’s core values—Children, Community, Professionalism, Care, and Experiential Inquiry—in all aspects of work.
 - Demonstrate shared workforce skills including effective communication, flexibility, accountability, and conflict resolution.
 - Adapt to feedback and changing needs with professionalism and openness.
 - Maintain confidentiality and respect for children, families, and colleagues at all times.
 - Represent Brillante and Explora in a professional and positive manner during all programs, events, and community interactions.

All of the duties and responsibilities of this position must be practiced in alignment with NM Early Childhood Education and Care Department licensing regulations, accreditation expectations, certain grant requirements, and expectations for Brillante best practice.

The duties and responsibilities outlined above do not comprise a comprehensive list but are intended to provide a representation of the general nature and level of work performed by an employee in this capacity. Explora maintains the right to augment or delete duties and responsibilities as business dictates.

Minimum Qualifications:

- A Bachelor’s degree or higher in early childhood or very closely related degree, a teaching license in early childhood, or pursuing a Bachelor’s degree or licensure in early childhood according to ECECD/NAEYC accreditation standards
- 3 or more years classroom experience
- Knowledge of child development and developmentally-appropriate practices
- Familiarity with the Reggio Emilia Approach and emergent, play-based curriculum and an expressed interest in STEAM learning
- Sensitivity with children and families who represent a wide range of social and socio-economic risk factors and the ability to work well in culturally-diverse settings with knowledge of local populations served
- Strong verbal and written communication skills, demonstrating professionalism, patience, and tact when communicating with children, families, colleagues, and community partners
- Well-developed organizational skills, time management skills, and attention to detail, including ability to maintain current classroom records independently
- Comfortable using online collaboration tools (e.g., GoogleSuite, child care management systems, Milanote)
- Bilingual English/Spanish is preferred

Functional Work Characteristics:

- Requires sufficient skills to work in a business environment, including organizing, coordinating, exercising daily decision-making, analyzing, and interpreting and utilizing virtual collaboration tools;
- Requires effective eye-and-hand coordination and manual dexterity;
- Regularly requires standing and walking, with regular need to perform physical actions that include sitting, stooping, kneeling, crouching, crawling, reaching, handling materials, pulling, carrying, and pushing;
- Must be able to take care of physical needs of young children, including diapering, feeding, and clothing changes; and
- Must be able to lift 50 pounds.

Work Conditions:

- Most essential duties are performed in a classroom, museum, and office environment with exposure to a variety of business equipment and other pertinent materials normally found in this type of work setting.
- Museum and classroom facilities may expose incumbent to high noise levels, temperature changes, liquid nitrogen,

helium gas, electrical exposure, unpredictable ventilation, dust, and physical obstacles.

- Work is normally performed in an area of limited privacy.
- Work will periodically require some evening or weekend hours for family engagement functions.

Employment Screening and Compliance:

- Background clearance as required by Explora and ECECD.
- Must be CPR certified and complete Health and Safety training, per state of New Mexico child care licensing regulations, within 3 months of hire.
- Must meet CDA/CDC requirement or state-approved equivalent, per state of New Mexico child care licensing regulations, within 12 months of hire.
- Must comply with all operational policies, especially those involving the safety of fellow workers, volunteers, and clients/customers, and state of New Mexico child care licensing regulations.
- Must maintain a current and valid driver’s license to perform work duties if position requires activities that require travel by motor vehicle, whether personal or company car.
- Position may require a person to be bonded.

Explora Science Center & Children’s Museum of Albuquerque is an equal opportunity employer.

Employee Acknowledgement:

This job description is intended to convey information essential to understanding the scope of this position. It is not intended to be an exhaustive list of skills, efforts, duties, responsibilities, or working conditions associated with the position. Explora maintains the right to augment or delete duties and responsibilities as business needs dictate.

I have read and understand the entire contents of this job description, including the work demands and expectations of this position. I understand that my employment at Explora is employment “at will” and may be concluded at the convenience of Explora Science Center and Children’s Museum of Albuquerque. I am aware of my right to notify my employer of any reasonable accommodation that may be necessary to perform this work. I further believe to the best of my knowledge that I am able to perform these duties and responsibilities. If I determine that an accommodation may be necessary at a later date, I shall notify my employer. I understand that my employer maintains certain rights as well under the *Americans with Disabilities Act (ADA)*.

Employee signature		Date signed
Director signature		Date signed