



**FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

RIVER VALLEY REGIONAL YMCA PRE-SCHOOL LEAD TEACHER JOB DESCRIPTION

Job Title: **Pre-School Lead Teacher**

Branch Location:

Reports to:

FLSA Status: **Non-Exempt**

Salary Range:

POSITION SUMMARY:

The Preschool Lead Child Care Teacher is responsible for guiding and instructing children through creative planning and implementation of a developmentally appropriate daily program of activities promoting each child's affective, cognitive, physical, perceptual-motor, communicative and social competence. The position involves the close supervision of the Assistant Teacher enhancing a team teaching approach to ensure the safe and healthful care and management of children in a nurturing environment. Involvement includes maintaining contact and open communication with parents, program staff and community resources.

QUALIFICATIONS:

1. Completion of an undergraduate program at an accredited college or university with a Bachelor's Degree and/or teaching certification in Early Childhood Education, Child Development, Special Education, Elementary Education or the Human Services field OR the completion of an undergraduate program at an accredited college or university with an Associate's Degree, or its equivalent, in Early Childhood Education, Child Development, Special Education, Elementary Education or the Human Services field and two (2) years' work experience related to the care and development of children.
2. Compliance with Act 33, to include documentation of Child Abuse History (Form CY-113) and Criminal History (Form SP4-164) and FBI fingerprinting.
3. Biannual physical examination and initial TB (Mantoux) Test and freedom from any infectious or communicable disease.
4. Ability to work with and relate well to young children and coworkers.
5. Ability to supervise adults.
6. Successfully complete the New Staff Orientation.
7. At least 18 years of age.

8. CPR, First Aid, AED certifications, Bloodborne Pathogens, and Child Abuse prevention training within 30 days of hire date.

9. Ability to plan, organize and implement age-appropriate/developmentally appropriate program activities.

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10. Previous experience with diverse populations. Ability to develop positive, authentic relationships with people from different backgrounds.

Supervisory Responsibilities:

The preschool lead child care teacher supervises other assistant teacher(s) in their classroom. All department staff are responsible for each other's safety and well-being.

ESSENTIAL FUNCTIONS:

Demonstrates appropriate interactions with children:

1. Interacts frequently with children showing affection, interest, and respect.
2. Makes self available and is responsive to children.
3. Speaks with children in a friendly, courteous manner.
4. Talks with individual children, and encourages children of all ages to use language.
5. Treats children of all races, religions, family backgrounds, and cultures equally with respect and consideration.
6. Provides all children with equal opportunities to take part in all activities.
7. Encourages independence in children, as they are ready.
8. Uses positive approaches to help children behave constructively.
9. Refrains from use of physical punishment or negative discipline methods that hurt, frighten or humiliate children.
10. Helps children deal with anger, sadness and frustration by comforting, identifying, reflecting feelings, and helping children use words to solve their problems.
11. Encourage prosocial behavior in children such as cooperating, helping taking turns, talking to solve problems.
12. Expectations of children's social behavior are developmentally appropriate.
13. Encourages children to talk about feelings and ideas instead of solving problems with force.

Establishes and maintains a safe and healthful learning environment:

14. Maintains an efficient, well-arranged classroom including interest areas that provide direction and a sense of organization.
15. Keeps equipment and materials in good repair and stored in a safe, orderly fashion.
16. Keeps equipment and materials sanitized and clean.
17. Provides materials and activities appropriate for the children's developmental progress and individual learning styles.
18. Implements a well-established positive routine adapted to the needs of children.
19. Encourages daily health routines with children including tooth brushing and hand washing.
20. Provides adequate supervision ensuring the safety of active children.
21. Plans emergency procedures, maintains emergency information and initiates emergency action when necessary.

Advances children's physical and intellectual competence:

22. Promotes language understanding and use in an appropriate atmosphere (flannel-board, puppets, songs, story records, etc.).
23. Provides opportunities for development of cognitive skills and awareness of concepts.
24. Promotes physical development of children (large and small muscles).
25. Attends to the physical needs of the children by providing a pleasant rest time daily.
26. Provides a variety of opportunities for creative expression (dramatic play, movement, art, music, language, etc.).
27. Plans for a multi-sensory classroom environment (activities for visual, auditory, tactile development, etc.).

Supports children's social-emotional development and provides positive guidance:

28. Provides children with opportunities for success through individual, small group and large group activities, including free play.
29. Involves children in all phases of self-help training (dressing, toileting, eating, etc.).
30. Utilizes appropriate group management techniques.
31. Eats with children modeling proper table manners and sharing the same menu.
32. Includes multi-cultural and multi-ethnic materials, displays and activities in curriculum input.
33. Provides educational opportunities through individualized hands-on food experiences that integrate curriculum areas into nutrition (reading readiness, science, math, language, etc.).

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34. Provides guidance in nutritional experiences including family-style meals (self-service, passing, pouring, table setting, table cleaning, etc.).

Establishes positive and productive communication with families:

35. Maintains contact with parents through calendars, verbal and written communication, phone calls, posted information, etc.
36. Involves parents in the education plan for their children by sharing individualized developmental information (parent-teacher conferences).
37. Provides opportunities for parents to participate in program planning and classroom activities (fundraisers, party donations, game loans, etc.).
38. Speaks with families in a friendly, courteous, and respectful manner.

Carries out supplementary and planning responsibilities:

39. Evaluates each child and conducts formal observations as required.
40. Plans developmental goals for each child through the uses of daily curriculum, individualized objectives and long range goals.
41. Carries out Individual Education Plans for special needs children, when appropriate.
42. Evaluates the success of the plans.
43. Maintains accurate, up-to-date records (children's files, time sheets attendance, meal participation forms, inventories, etc.).
44. Plans, organizes, reports and participates in educational field trips.
45. Make referrals to appropriate community agencies.
46. Reports immediately any child suspected of being abused to the Preschool Director.
47. Attends and participates in pre-school staff meetings, teachers' meetings, agency staff meetings and other appropriate meetings.
48. Coordinates activities of Assistant Lead Teachers and supervises execution of activities as assigned by the Preschool Director.
49. Helps with maintaining cleanliness of classroom (washes tables before and after snack, sweeps floor, cleans up any spills promptly, etc.)
50. Follows appropriate dress code set forth by the agency.
51. Completes required number of training hours annually.
52. Adheres to policies and procedures as outlined in the Employee Handbook and Policy and Procedure Manual.

YMCA COMPETENCIES (Leader):

Mission Advancement: Accepts and demonstrates the Y's values. Demonstrates a desire to serve others and fulfill community needs. Supports fund-raising.

Collaboration: Works effectively with people of different backgrounds, abilities, opinions, and perceptions. Builds rapport and relates well to others. Seeks first to understand the other person's point of view, and remains calm in challenging situations. Listens for understanding and meaning; speaks and writes effectively. Takes initiative to assist in developing others.

Operational Effectiveness: Makes sound judgments, and transfers learning from one situation to another. Embraces new approaches and discovers ideas to create a better member experience. Establishes goals, clarifies tasks, plans work and actively participates in meetings. Strives to meet or exceed goals and deliver a high-value experience for children and families.

Personal Growth: Pursues self-development that enhances job performance. Demonstrates an openness to change, and seeks opportunities in the change process. Accurately assesses personal feelings, strengths and limitations and how they impact relationships. Has the functional and technical knowledge and skills required to perform well; uses best practices and demonstrates up-to-date knowledge and skills in technology.

Communication: Listens and expresses self effectively and in a manner that reflects a true understanding of the needs of the audience. Communicates effectively with different audiences at all levels in the organization, easily adapting his/her approach and the focus of his/her message to the audience.

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PHYSICAL DEMANDS:

1. Ability to plan, lead and participate in activities.
2. Ability to lift a minimum of 35 pounds.
3. Ability to stand for long periods of time.
4. Ability to get down on the floor and interact with the children on their level.

Declarations:

1. This job description is not all-inclusive and the Assistant Child Care Teacher will also perform other reasonably related duties assigned by immediate supervisor and other management personnel.
2. The Association reserves the right to review or change the job responsibilities of this position to meet the needs of the Association as those needs continue to change.
3. This job description does not constitute a written or implied contract of employment.

Employee Acknowledgement

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1. I acknowledge I have read and understand the job description for **Pre-school Lead Child Care Teacher**.
2. I understand that it is my responsibility to comply with this job description.
3. I understand that I should consult my supervisor regarding any questions I may have in reference to this job description.
4. I understand that this job description may be revised at any time without prior notice. All changes will be communicated to me and a new job description will be available for my review and signature.
5. A copy of this signed acknowledgement will be included in my personnel file.

I have read, understand, and accept the job description as written.

Printed Name of Employee

Signature of Employee

Date