



PORTAGE TOWNSHIP YMCA JOB DESCRIPTION

IDENTIFICATION:

Job Title: **Child Care Lead Teacher**

Status: **Full-Time (max 40 hours)**

Reports to: **Child Care Director**

Revision Date: **August 2016**

POSITION SUMMARY:

Provides direction for the program and classroom, and implements program curriculum. Provides a quality experience to children and parents that focuses on the YMCA values: honesty, respect, responsibility, caring and faith.

ESSENTIAL FUNCTIONS:

1. Designs and implements daily curriculum within the established guidelines.
2. Supervises the children, classroom, and all activities.
3. Actively participates in daily activities.
4. Models YMCA values and encourages HEPA standards.
5. Makes ongoing, systematic observations and evaluations of each child.
6. Conducts parent conferences semi-annually.
7. Maintains communication with parents via in-person conversations, emails, phone calls and classroom newsletters.
8. Maintains classroom and equipment.
9. Maintains required classroom records.
10. Attends and participates in family nights, program activities, staff meetings, and staff training.
11. Communicates lesson plans, objectives and pertinent information with classroom teachers.

YMCA LEADERSHIP COMPETENCIES (Leader):

Mission Advancement:

- Accepts and demonstrates the Y's values.
- Demonstrates a desire to serve others and fulfill community needs.

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.

Operational Effectiveness:

- Makes sound judgments, and transfers learning from one situation to another.
- Embraces new approaches and discovers ideas to create a better student experience.
- Strives to meet or exceed goals and deliver a high-value experience for students.

Personal Growth:

- Pursues self-development that enhances job performance.

YMCA JOB DESCRIPTION FOR CCDC LEAD TEACHER – PORTAGE TOWNSHIP YMCA

- Accurately assesses personal feelings, strengths and limitations and how they impact relationships.
- Has the functional and technical knowledge and skills required to perform well in an early childhood education environment.
- Uses best practices and demonstrates up-to-date knowledge and skills in relation to early childhood education.

QUALIFICATIONS:

1. Meets educational and experience qualifications established by state law, including a federal fingerprinting background check, drug screen and a negative TB test.
2. Lead caregivers shall have a minimum of one (1) of the following:
 - (I) A current CDA credential.
 - (II) A bachelor of arts or bachelor of science degree in early childhood education or elementary education with a kindergarten endorsement and grades of C or better from an accredited college or university.
 - (III) A bachelor of arts or bachelor of science degree from an accredited college or university that includes one (1) of the following:
 - (A) Fifteen (15) credit hours in college level courses with document content relating to the needs, skills, development, or teaching methods of children six (6) years of age or younger and grades of C or better.
 - (B) A two (2) year associate’s degree in early childhood education from an accredited college or university, with a grade of C or better.
- (b) Lead caregivers that do not meet these qualifications shall:
 - (I) have eight (8) hours additional in-service training per year appropriate to the age group with which the caregiver is working;
 - (II) enroll in one (1) of the educational programs listed in subsection (a) within one (1) year of becoming a lead caregiver; and
 - (III) provide documentation showing successful completion of at least six (6) credit hours per year.
3. At least 18 years of age.
4. CPR, First Aid, AED and Universal Precautions certifications, Child Abuse prevention training and a physical examination from a physician required within 30 days of hire date.
5. Previous experience working with children in a developmental setting preferred.
6. Ability to plan, organize and implement age-appropriate/developmentally appropriate program activities.
7. Previous experience with diverse populations.

PHYSICAL DEMANDS:

1. Ability to plan, lead and participate in activities.
2. Ability to lift a child up to 50lbs or more.
3. Ability to stand, kneel, squat or sit on the floor for long periods of time.
4. Ability to assist a child with personal care.

I have read the job description and agree to perform the job as stated.

Signature: _____

Name_____

Date_____