



Preschool Center Teacher

Immediate Position Opening(s) Waycross, Georgia

Revised: 2/10/11

Preschool Center Teacher- General Position Description

The Teacher is responsible for developing a cohesive teaching team, coordinating the curriculum, and managing the day-to-day operational activities of the classroom. Teachers must understand children's cognitive, social, emotional and physical development in order to ensure a safe and stimulating classroom environment where children are actively engaged and encouraged to succeed. The Teacher must be skilled in communicating with both children and adults in order to meet the needs of the children, effectively guide teacher assistants, and resolve parental concerns. The Preschool Center Teacher shall exhibit a Christian attitude and be a team player, working well with all staff and promoting the YMCA.

This Position Reports to the Preschool Center Director

Preschool Center Teacher- Key Responsibilities

- Coordinate and implement educational curriculum by developing classroom activities based on developmentally appropriate practices and early learning standards.
- Lead by example; encourage teaching team success through modeling and coaching.
- Plan individual and group age-appropriate activities to actively engage children and encourage social, cognitive and emotional growth.
- Maintain frequent communications with parents through informal discussions, progress reports, and parent-teacher conferences.
- Ensure all center policies and state regulations are met.
- Ensure a healthy classroom environment – including maintaining appropriate hygiene and cleanliness standards and safety and security of children.
- Supervise teacher assistants and classroom volunteers to ensure they are following planned activities, hygiene and safety standards.
- Maintain accurate records, forms and files.
- Maintain personal professional development plan to ensure continuous quality improvement.
- Maintain quality standards in accordance with the vision and with the National Association of Child Care (NAC), Georgia's Bright from the Start, YMCA Policy and all State and local requirements.
- Process the subsidized food program paperwork to assure compliance as it relates to the YMCA's Preschool Center. Implement meals that are compliant with standards always promote healthy choices.
- Resolve conflicts including corrective action when necessary to ensure a positive experience for everyone.
- Maintain communications with parents of current and prospective parents of preschool students, through direct conversation, newsletters, calendars and parent handbook; implement community outreach activities to maintain and promote positive community relationships, developing outreach communications, such as; calendars, bulletin boards, white board, preschool news articles, e-mail blasts, parent mailings, newspaper guest columns.
- Participate in parent conference and staff meetings as assigned
- Train staff on best practices for teaching and learning and provide recommendations for trainings.
- Schedule age appropriate learning trips, utilizing the 18-acre YMCA campus and off campus sites when necessary under the approval of the Preschool Center Director.
- Continually monitor rooms for best practice arrangements of age appropriate learning center(s).
- Monitor and provide suggestions to assure playground and classrooms are maintained to the highest standards.
- Assist in transportation fleet compliance records as outlined in NAC and Bright from the Start regulations.
- Maintain an ongoing professional relationship with the local college(s), utilizing college students as interns.
- Maintain the preschool fish and reptile tank(s) as live learning labs overseeing the feeding and cleaning.
- Work with other professionals (i.e., Speech Therapists and Occupational Therapists).
- Hold staff meetings, with agendas and maintain minutes of those meetings.
- Utilize the benefits of the Y to introduce; music, water safety, physical education, nutrition, and recreation into the curriculum.
- Maintain records of attendance and topics.
- Cultivate volunteers to assist with classroom activities.



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Additional Knowledge, Skills and Experience Required of the Preschool Center Teacher

- Minimum of 2 years of professional child care experience.
- Strong oral and written communication skills and basic computer skills. .
- A strong understanding of child development.
- Excellent leadership, organizational, and interpersonal skills.
- Infant/child CPR and First Aid certification.
- High energy, team player.
- Strong oral and written communications skills; technology skills and an ability to market the Preschool program and YMCA.
- Ability to work well with others (staff, children, and parents) and to foster a team environment with all YMCA employees.
- Excellent leadership, organizational, and interpersonal skills.
- Must clear a full background check proving no felony convictions, or convictions of child abuse, or related crimes.
- Must pass drug test screening.
- Infant/child CPR and First Aid certification required, additional certifications or trainings are required upon employment, such as; standard precautions, recognizing child abuse and use of the fire extinguisher (preference for those who meet all areas of certifications/ trainings listed).

Educational Requirements

- An Associate's Degree or higher with 12 college credits (semester hours) in early childhood education/child development.

Preference

- Two years teaching experience.

Physical Requirements

- Must be able to lift items that range of approximately 35 pounds.

Employment Type

- This position is instructional hourly/ a 12 month position

Supervision

- This position reports to the YMCA's Preschool Center Director

Wage Range/ Benefits

This position is salaried 12-months. The hourly wage is \$10.00

After the qualifying probationary period this position qualifies for;

- ❖ Shared Health, Dental and Vision insurance plan
- ❖ Funded retirement plan
- ❖ Time-off benefits (vacation, sick days and holidays)
- ❖ Complimentary YMCA Membership
- ❖ Complimentary child care services for the employee's children; Including Preschool, Afterschool Care and summer childcare through the YMCA-Day Camp.
- ❖ Complimentary enrollment in the Y's youth sports programs, and swimming lessons for the employee's children
- ❖ Paid continuing education units (CEUs) as required for the position



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The Waycross YMCA Overview

The history of the Waycross YMCA is quite unique. The Waycross YMCA was founded and chartered in 1896 and historically, it is one of the oldest YMCA's in Georgia. The YMCA serves multiple counties, from the Waycross, Georgia YMCA facility and is greatly respected for its programs and services. The Y's building is entitled the Childers Family YMCA and boasts over 47,000 square feet of indoor conditioned space on 18 acres. The state of the art facility includes; a Wellness Center, 25-meter heated pool, gymnasium, two-racquetball courts and indoor and outdoor playgrounds.

The YMCA operates with an annual budget of just over 1.4 million and employees approximately 80 full and part-time employees.

The YMCA programs include;

- Preschool for ages 2 and 3 year old,
- After School for children ages 4-12,
- Swimming Lessons for all-ages
- Youth Sports program of coed soccer, T-ball, wrestling and swimming
- Music Lesson (piano, guitar, saxophone and voice)

YMCA Mission

The Waycross YMCA is dedicated to improving the quality of human life and to helping all people realize their fullest potential as children of God. The YMCA puts Christian principles into practice through programs that build spirit, mind, and body for all.

Our Vision

The YMCA of Waycross will build strong kids, strong families, and strong communities

Our Values

Caring, Honesty, Respect, Responsibility and Citizenship

Y Preschool Center Overview

The Childers Family YMCA of Waycross has a longstanding history of offering childcare preschool program. The YMCA's Board of Directors approved the expansion of services from a half day program to a full-service, all day preschool in 2008. The YMCA program is regulated by Georgia Department of Early Care and Learning, Bright from the Start.

The YMCA has demonstrated a commitment to excellence by setting a goal to reach national accreditation standards through the National Accreditation Commission for Early Care and Education Programs (NAC). The NAC standards demonstrate and document quality performances by using research-based criteria. The NAC standards require the program to be in full compliance with state and local regulatory agencies and complete a comprehensive performance evaluation for all program components: Administration, Curriculum, Interactions between Staff and Children, Parent Communication, and Health and Safety.

YMCA Preschool Center Budget

The YMCA preschool budget of just over \$200,000 represents a commitment to excellence. The budget funds three fulltime benefited professionals and supports funds for; arts and crafts, field trips and the developmental age appropriate supplies that are needed for a child to grow. The YMCA campus and fleet of busses serve the needs of the program.

The fulltime instructional positions provide the continuity of care required of any quality program. The YMCA Preschool has two classrooms; with a fulltime certified instructor assigned to each room. The YMCA program is designed to serve only children who are two-years old and three-years old. Children transition from the YMCA's program into publicly funded Pre-Ks.

The Y's Preschool Center Director provides administrative oversight to assure compliance with NAC standards, while at times filling in as an instructor. In addition to the fulltime certified instructors are part-time instructional aides who, under the teacher's direction assist them with the developmental age appropriate activities.



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Preschool Center Facilities and Support

The Preschool Center classrooms were renovated in 2009 and contain all the classroom materials needed to comply with best practices in child development.

Application Process

The Childers YMCA is accepting applications now. Interested candidates should complete the required YMCA [Application For Employment](#) and send in a resume and cover letter outlining qualifications and experience. Transcripts and certifications should be submitted with the application materials. Official transcripts will be required upon hire.

Drug test and criminal background check will be a requirement for before employment.

Please send materials to:

YMCA PRESCHOOL CENTER TEACHER SEARCH
C/O Search Committee
Childers YMCA of Waycross, Ga., Inc.
1634 Plant Avenue
Waycross, Georgia 31501

This YMCA's search for a Preschool Center Teacher will remain open until the position is filled. The preferred starting date is approximately July 1st.

The YMCA does not discriminate based upon race, gender, age, religion, disability or other protected status. The YMCA is an equal employment opportunity employer.