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YMCA JOB DESCRIPTION

Lead Preschool Teacher

Job Title: **Lead Preschool Teacher**

Job Code:

FLSA Status: Full Time-Hourly/Non-Exempt

Job Grade:

Reports to: Preschool Director

Revision Date: 07/15/2015

POSITION SUMMARY:

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.

ESSENTIAL FUNCTIONS:

- 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.
- 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.
- Work with other professionals (i.e., Speech Therapists and Occupational Therapists).
- Attends yearly 10 hour training that are scheduled
- Attend all 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.
- Volunteers in events that the YMCA has.

YMCA COMPETENCIES

Mission Advancement: The incumbent shall have performed his/her duties satisfactorily when his/her staff are working at an overall good level of performance, facility care is evident, program quality and variety is in place, finances are on track, committees are meeting on time and overall image and perception of the work area is good and well liked which will relate to increased members and retention.

Collaboration: Develops strategies to ensure staff and volunteers reflect the community. Builds and nurtures strategic relationships to enhance support for the YMCA. Serves as a community leader building collaborations based on trust and credibility to advance YMCA mission and goals. Communicates for influence to attain buy-in and support of goals. Provides tools and resources for the development of others.

Operational Effectiveness: Integrates multiple thinking processes to make decisions. Involves members and community in the development of programs and activities. Ensures execution of plans. Institutes sound accounting procedures, investment policies and financial controls. Assigns clear accountability and ensures continuous improvement.

Personal Growth: Fosters a learning environment embracing diverse abilities and approaches. Creates a sense of urgency and positive tension to support change. Anticipates challenges that can sidetrack or derail growth and personal learning. 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.

QUALIFICATIONS:

- Holds a Diploma or higher in Early Childhood Education.
- 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.
- 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).