



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

Job Title: **Lead Child Care Teacher**

FLSA Status: Non-exempt

Job Grade: 2

Reports to: Child Care Director

Revision Date: November 2019

### **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, and caring.

### **ESSENTIAL FUNCTIONS:**

1. Designs and implements curriculum within the established guidelines by developing monthly goals and classroom age appropriate activities.
2. Supervises the children, classroom, and all activities. Responsive to children's interest and needs. Engages children in conversation and play while making ongoing, systematic observations and evaluations.
3. Good communication skills. Conducts parent conferences and maintains positive relationships and effective communication with parents. Engages parents as volunteers.
4. Maintains program site and equipment as well as required program records.
5. Attends and participates in family nights, program activities, staff meetings, and staff training.
6. Understands and follows all Licensing Rules.
7. Performs all other duties as assigned.

### **YMCA COMPETENCIES (Leader):**

Mission Advancement: Accepts and demonstrates the Y's values. Demonstrates a desire to serve others and fulfill community needs. Recruits volunteers and builds effective, supportive working relationships with them. 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. Follows budgeting policies and procedures, and reports all financial irregularities immediately. Strives to meet or exceed goals and deliver a high-value experience for members.

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.

**QUALIFICATIONS:**

1. Meets educational and experience qualifications established by state law
  - a. Must have Introduction to Child Care Professional
  - b. Shaken Baby Syndrome Prevention, CPR for infant and child, AED, Skills and Strategies for the Child Care Teacher, SIDs Prevention Training, Fundamentals of Infant and Toddler Care within 30 days of employment
2. At least 18 years of age.
3. CPR, First Aid, AED certifications and Child Abuse prevention training within 30 days of hire date.
4. Previous experience working with children in a developmental setting preferred. Previous experience with diverse populations. Ability to develop positive, authentic relationships with people from different backgrounds.
5. Ability to plan, organize and implement age-appropriate/developmentally appropriate program activities.
6. Must be high energy and enthusiastic and love working with kids. Must have creative strategies to design and implement music and movement into theme-based classes
7. Must be able to easily move through all program areas and effectively communicate and actively interact with customers. Must be able to lift and carry (5 – 20 pounds)