



JOB DESCRIPTION

Job Title: Center Lead Teacher Range: Grade 6
Job Number: Unit: Child Care Date Revised: August 2008
FLSA Type: Non-Exempt YMCA: Various Page: 1 of 3

GENERAL FUNCTION

The Center Lead Teacher plans, directs and supervises the classroom activities at an assigned classroom at the Campus Child Care Center of the South Sound YMCA.

ENTRY REQUIREMENTS

- Be 21 years of age
- Possess 45 Early Childhood Education credits and be working toward completion of a degree in Early Childhood Education or related field
- Possess a minimum of 2 years experience working with young children
- Be able to meet the requirements of the licensing agency
- Be a sensitive mature individual who is able to relate well to both children and adults
- Possess the ability to provide leadership and stability for program continuity
- Possess STARS certification within 45 days of employment
- Ability to lift and carry up to 50 lbs

CORE COMPETENCIES

1. **Supports the Mission, Vision and Direction of the YMCA**
Understands and supports the mission of the YMCA; displays the YMCA values; displays flexibility and accepts change; is willing to try new methods and make suggestions; shows a strong commitment to the YMCA; conveys enthusiasm for the YMCA and his/her work.
2. **Builds Community**
Understands and embraces the role of volunteers; helps members and participants make connections to others and to the YMCA; practices effective relationship-building techniques; supports the role of fund-raising in achieving the YMCA mission.
3. **Provides a Quality Experience for Members, Participants, Internal Customers and Others**
Possesses the ability to deliver outstanding experiences for members, participants, internal customers and others; builds warm and supportive relationships; consistently greets and assists everyone in a positive way; strives to provide service that will exceed expectations; responds to concerns and complaints in a way that makes each person feel valued; initiates action for prompt resolution; looks for better ways to serve and involve members, participants, internal customers and others.
4. **Works Productively**
Demonstrates responsible actions; consistently performs duties in a safe and conscientious manner within the agreed upon timeframe; follows standards, policies, and procedures; is reliable and consistently punctual; actively participates in staff meetings, required trainings, and other work related activities; uses good judgment; uses YMCA resources appropriately and efficiently.
5. **Uses Effective Personal Behaviors/Communicates Effectively**
Treats everyone with courtesy, respect and consideration; displays integrity; listens actively and genuinely; communicates in a clear and pleasant manner; embraces differences among people; demonstrates an active willingness to learn and grow; accepts constructive criticism; works cooperatively as a team member.

PRINCIPAL ACTIVITIES

- Maintain STARs certification
- Possess good oral and written communication skills including the ability to listen actively for growth and learning
- Schedule activities and develop a challenging age-appropriate curriculum
- Submit weekly lesson plans, and bi-monthly newsletters to the Center Directors
- Communicate with parents in regards to their child's development and behavior within the classroom
- Participate in team teaching when necessary (Infants/Wobblers, Transition/Toddlers, Pre-School 1,2 & K-Care)
- Supervise and implement programming for the classroom in accordance with the policies and philosophy of the center and licensing procedures
- Design classroom to meet the needs of individual children with concern for their interests, abilities, special talents, individual style and pace of learning, and cultural and socio-economic background.
- Treat children with dignity and respect; use proper tone of voice; acceptable language; age-appropriate redirection; and help them become aware of their roles as integral members of a group
- Assist in the training of teacher aides and mentoring lab school students
- Be responsible for a healthy, clean, and safe classroom by performing daily housekeeping tasks with minimal lifting. (food, pots, pans, mopping, sweeping, laundry, vacuuming, cleaning of toys, and equipment)
- Respond to children to meet their emotional and developmental needs (diapering, feeding, outside play, potty training, etc.)
- Observe and document the children's development by maintaining child portfolios
- Attend all required staff meetings and training programs
- Become familiar with all of the Center's forms and procedures (incident/accident reports, medication, etc.)
- Serve meals using the policies and procedures set forth by the USDA Child and Adult Care Program
- Participate in a monthly fire drill.
- Recognize and manage combined classrooms to meet Center ratio standards including assuming responsibility for adjacent classroom when necessary
- Keep inventory of classroom supplies and equipment and coordinate requests for purchases with Center Directors
- Administer first aid and prescribed medication when necessary
- Maintain general security of the facility when opening or closing the Center
- Maintain confidentiality regarding program families and staff
- Follow the sub-line procedures as specified by Center Directors
- Has the following documentation on file at the site and the YMCA Child Care Office within expressed timelines after hire: First Aid, CPR, HIV/AIDS, and New Employee Orientation. All background check forms and proof of current TB test must be completed prior to first day of working with children.
- Maintain accurate time and attendance records through Infinitime system.
- Perform related duties as required.

BENDING AND LIFTING ARE REQUIRED FOR THIS POSITION

END RESULTS

Effectiveness is measured in the overall quality of the program as determined by the Center Director and parent evaluations, in quality of accounting records, timeliness of reporting and the quality of support to staff and membership.

I understand and accept the expectations described for the above position with the South Sound YMCA.

Employee Signature_____ **Date**_____