



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

YMCA JOB DESCRIPTION

Job Title: **Lead Teacher**

Department: Child Development

FLSA Status: Non-Exempt

Status: F/T

Revision Date: 06/14/2023

Reports to: CDC Director

POSITION SUMMARY:

This position supports the work of the Y, a leading nonprofit committed to strengthening community through youth development, healthy living and social responsibility; provides leadership in the classroom through implementing curriculum, providing weekly developmentally-appropriate lesson plans and communicating regularly with families; provides a high-quality experience to children and parents that focuses on social-emotional growth and developmentally-appropriate school readiness skills.

ESSENTIAL FUNCTIONS:

1. Implements curriculum within the established guidelines.
2. Nurtures children through purposeful lesson planning that is based on the needs and interests of the child. Lesson plans align with the curriculum goals and objectives for the appropriate age level.
3. Supervises the children, classroom, and all activities including ADA accommodations where appropriate.
4. Responsible for maintaining Ohio Professional Registry through OCCRRA, as well as signing up for and attending trainings to meet annual licensing and Step Up To Quality training requirements.
5. Has knowledge of and follows all licensing rules, Y policies and procedures, and Child Development policies and procedures.
6. Makes ongoing, systematic observations and assessments of each child.
7. Cultivates positive relationships, conducts parent conferences, and maintains effective communication with parents. Engages parents as volunteers and connects them to the YMCA.
8. Keeps classroom clean and safe and helps maintain common areas in the Child Development Center.
9. Maintains required program records.
10. Attends and participates in family nights, program activities, staff meetings, and staff training.
11. Complete annual youth abuse prevention training and other related trainings
12. Performs other duties as assigned.

YMCA COMPETENCIES (Leader):

Mission Advancement: Accepts and demonstrates the Ys values. Demonstrates a desire to serve others and fulfill community needs. Recruits volunteers and builds effective, supportive working relationships with them. Supports fund-raising.

SIDNEY-SHELBY COUNTY YMCA

300 E. Parkwood Street
Sidney, OH 45365
(937) 492-9134
www.sidney-ymca.org

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. Must have a minimum of a CDA (Associates or higher preferred) or be willing to pursue a CDA within 2 years of employment.
2. At least 18 years of age and be able to provide a High School Diploma or equivalent. Must be able to comply with all background requirements and meet acceptable standards.
3. CPR, First Aid, AED certifications, Child Abuse Training, and Communicable Disease training will be required if need is determined.
4. Previous experience working with children in a center environment.
5. Ability to plan, organize and implement age-appropriate/developmentally appropriate lesson plans and program activities.
6. Ability to do on-going, meaningful observations of children based on curriculum objectives and apply those observations to a formal assessment for each child as required.
7. Previous experience with diverse populations. Ability to develop positive, authentic relationships with people from different backgrounds.
8. Understanding of Conscious Discipline is preferred but a demonstrated understanding and application of appropriate techniques when working with behaviors is essential.

WORK ENVIRONMENT & PHYSICAL DEMANDS

- The physical requirements for this job include, but are not limited to, standing up to 8 hours, lifting up to 40 pounds, carrying, bending, stooping, being outdoors in direct sunlight when weather permits and sitting on the floor and playing with children.
- Ability to plan, lead and participate in activities.

SIGNATURE:

I have reviewed and understand this job description.

Employee's name

Employee's signature

Today's date: _____