



## **EARLY CHILDHOOD EDUCATION LEAD TEACHER JOB DESCRIPTION**

**Job Title: Lead Teacher**

**Department: ECE**

**Reports to: ECE Site Director**

**Revision Date: 12/11/2023**

### **Job Summary:**

This position supports the work of the Y, a leading nonprofit, committed to strengthening community through youth development, healthy living, and social responsibility.

As a lead teacher, you will plan, manage, and supervise an early childhood classroom structure, including lesson plans, schedules, routines, and transitions. You will be responsible for ensuring the health, welfare, and safety of the children enrolled in our program. You will create an environment which fosters the social, emotional, physical, cognitive, and creative development of each individual child in your care. You will contribute to the YMCA and the overall community we serve by working with our littlest YMCA participants helping them prepare for success in school and life.

### **Supervisory Responsibilities:**

- Will assist in the process of training, mentoring, motivating teachers, interns, and/or other childcare professionals, as applicable while demonstrating the YMCA core values.

### **Duties/Responsibilities:**

- Supervises the children, classroom, and all program activities.
- Will assist in providing the proper planning, organization, coordination, execution, oversight, and evaluation of classroom.
- Communicate effectively and timely with parents/guardians regarding children's program experience, progress both written and verbally.
- Maintain confidentiality, use sensitivity and patience at all times.
- Responsible for maintaining a calm, engaging, positive environment and managing any negative behaviors using positive discipline techniques.
- Maintain all paperwork pertinent to the job (i.e., rosters, attendance sheets, emergency contact info, etc.)
- Maintains a clean and clutter free environment and performs all opening and closing procedures on a consistent basis.

- Inventory and maintain classroom equipment and work to keep all program environments safe and clean.
- Arranges the classroom to meet the ever-changing needs of children.
- Read, understand and be accountable for YMCA Policies, State Licensing regulations and Quality Rating System standards.
- May be required to cover at other childcare locations to meet ratio and staff needs.
- Performs other related duties as assigned.

### **YMCA Competencies:**

Inclusion: Creates a safe environment that helps all children, families, and staff feel welcome and respected.

Emotional Maturity: Demonstrates ability to understand and manage emotions effectively in all situations.

Critical Thinking & Decision-Making: Makes informed decisions based on logic, data, and sound judgement.

Developing Others: Encourages children to try new skills and provides support and guidance through the learning process.

Communication & Influence: Creates positive rapport and shared interest with all children, families, and staff.

Functional Expertise: Uses best practices, licensing guidelines, and methods of youth development in daily work.

Collaboration: Develops and maintains open, friendly, cooperative, and respectful relationships with families and other staff.

### **Required Skills/Abilities:**

- Leads by example and inspires others to demonstrate a passion for ECE and child development.
- Listens and expresses self effectively and in a manner that reflects the YMCA core values of caring, honesty, respect and responsibility.
- Demonstrates a high level of enthusiasm and positive role modeling.
- Strong oral and written communication skills.
- Ability to meet mandated training hours for State Licensing compliance & professional development.
- Complete and pass mandated background check.

### **Education and Experience:**

- An associate or bachelor's Degree in related field preferred.
- CPR/First Aid/AED Certification (or obtain certification within 30 days of employment-organization will provide)
- Experience working with children ages 6 weeks through 6 years of age in a group/center setting.
- Previous experience with diverse populations preferred.

### **Physical Requirements:**

- Ability to routinely lift children up to 50 lbs.
- Ability to move and arrange furniture in a classroom.
- Sustain long hours of active work.
- May be required to ride in a vehicle and supervise children.
- Ability to walk, stand, and sit (including on the floor) for long periods of time.
- Position may require bending, leaning, kneeling, and walking.
- Ability to act swiftly in response to critical situations and/or an emergency.

SIGNATURE:

I have reviewed and understand this job description.

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Employee's Name (please print)

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Employee's Signature

Today's Date: \_\_\_\_\_