

Title: Lead Preschool Teacher

Reports To: Childcare Director

Approved:5/16/17

General Function: Responsible for providing a safe and healthy learning environment by planning and implementing the educational program for children in accordance with MDI YMCA's Childcare Program. Must adhere to a work schedule, training requirements and maintain a commitment to professionalism. To ensure all individual needs of each child are met with dignity and respect. To ensure that all safety procedures are followed according to the Y's policies and procedures. To model, practice and carry out the Y values of Caring, Honesty, Respect and Responsibility in all aspects of job performance and in their relationships with others.

Entry Requirements: Must be 18 years old and must meet YMCA and Department of Human Services requirements.

Duties and Responsibilities: Exhibits a positive professional attitude with supervisor, co-workers, clients, members, and community. Role models positive language and behavior skills for children and families. Welcome parents to the classroom, encourages and fosters parent participation.

- Maintains confidentiality of all family information in accordance with YMCA policies and procedures.
- Assists with orienting and training new staff and volunteers in the goals of YMCA childcare program, appropriate child development practices and classroom operations.
- Attends meeting on a regular basis to develop curriculum, share information, and discuss educational need of children. In partnership with Director, assures all communication relevant to classroom staff and families are circulated to appropriate person(s) in a timely manner.
- Responsible for developing and implementing a learning environment that is child-oriented and that supports children's growth in all areas of development reflecting on MELDS developmentally appropriate practices and the State of Maine Early Learning Guidelines.
- Develops and implements classroom activities that promote health and wellness of children.
- Interacts with children on their level throughout the day. Encourages the children's development of problem-solving skills, ensures proper supervision and facilitation of children's involvement in the classroom, on field trips, and during inside/outside play.
- Assures that all children and areas are clean, safe, and developmentally appropriate for preschoolers. Ensures adequate supervision/coverage for the classroom at all times. Remedies or reports unsafe conditions to the Director.
- Works with accordance with parental questions, concerns, and comments regarding the child's success in the Preschool Program.
- Responsible for remaining up-to-date and following YMCA policies and procedures, including but not limited to mandated reporting to DHHS for suspected Child Abuse and Neglect.
- Shares in maintaining a clean, safe, and healthy working environment.
- Maintains and keeps current and certifications or degrees required to position.
- Maintains confidentiality of all YMCA information.
- Attends meeting and trainings approved or requested by the Director. Works towards enhancing own performance and is open to staff development.
- Works cooperatively with other YMCA staff, fostering and atmosphere of respect and teamwork.
- Works towards maintaining a high level of professionalism.
- Performs other duties as assigned.

Qualification Requirements:

- Ability to communicate effectively verbally and in writing.
- Ability to be organized and punctual.
- Ability to monitor classroom and staff activities auditory and visually.

Education/Training/ Experience:

Must have at least two years' experience in teaching instructional curriculum to Elementary age children. Must demonstrate knowledge of child development theories and practices. Must demonstrate a working knowledge of the rules and regulations of the State of Maine licensing handbook. Must possess excellent leadership, organization and communication skills. Must be 18 years old. Minimum qualifications: A Child Development Certification (CDA), or commitment to obtain certification. A degree in related field with at least 18 credits in Early Childhood Education or Child Development preferred. Reliable transportation a must.

Although educational attainment may indicate certain preferred performance abilities, equal consideration will be given for relevant past experience when considering employment or advancement, unless state or local laws mandate educational attainment.

Signature: _____

Date: _____