



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

CENTRAL CONNECTICUT COAST YMCA Job Description

Job Title: **Preschool Lead Teacher I-School Readiness**
Branch: New Haven YMCA Youth Center
Reports To: Melanie Billings
Date: September 2017

GENERAL FUNCTION

The **Preschool Lead Teacher I** is responsible for direct leadership of a **School Readiness** classroom including but not limited to implementation of the curriculum; adaptations to curriculum to meet student needs; student observations, developmental assessments and reports; supervision of assigned teachers and/or aides; and parent communication. He/she must ensure a warm, nurturing, safe and loving environment, where self-concepts are enhanced, independence encouraged, and individuality respected. He/she is also responsible for providing a program that fosters children's social, physical, spiritual and mental growth.

REQUIREMENTS

1. Associate's degree in Early Childhood Education from an approved program or an Associate's degree in another field plus the Early Childhood Teacher Credential (ECTC) with the age group with which incumbent will be working plus credits towards a bachelor's degree.
2. At least **1080 hours** of documented supervised experience over a nine month span of time, including working with children in a program with these standards or comparable standards. Programs must serve same ages and developmental stages as those served in this program.
3. Knowledge of and experience with implementation of NAEYC accreditation standards as well Department/Office of Early Childhood Education licensing standards.
4. Experience in collecting and interpreting data used in assessments, portfolios and reports.
5. Incumbent must be able to prepare student portfolios based on Connecticut Benchmarks and NAEYC classroom portfolios.
6. Must be able to plan and implement developmentally appropriate activities.
7. Supervisory experience is preferred.
8. Excellent verbal and written communication skills with diverse populations.
9. Proficiency in variety of software applications including Microsoft Office.
10. Must be able to lift at least 40 pounds and complete repetitive lifting, bending, stooping and/or kneeling.
11. Must possess sufficient visual and auditory acuity to respond to emergency situations in a timely manner during high activity.
12. Must have documentation of a physical examination every two years and a TB Tine Test upon hire and must submit Department of Public Health Background Check and fingerprinting forms within 30 days of hire.
13. Connecticut Child Care CPR/First aid certification is required.
14. Administration of Medications and Epi-Pen certification is preferred but required within 6 months of hire.
15. Bilingual in English and Spanish preferred.



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PRINCIPAL ACTIVITIES

1. Model and teach the YMCA values and child care philosophies with participants, colleagues, parents, visitors and any other constituents.
2. Plan, organize and lead classroom activities using a team approach in accordance with the goals and policies of the YMCA. Ensure that curriculum is followed but also allow for spontaneity, creativity and flexibility.
3. Directly supervise Associate Teachers, Teachers, Assistant Teacher and volunteers assigned to classroom. Provide feedback and assist with completion of performance reviews. Ensure that staff has opportunities to plan and lead small and large group activities. Provide coaching to staff to prepare them for increased responsibilities.

Preschool Lead Teacher I-School Readiness

1. Ensure that student portfolios are maintained in accordance with YMCA expectations and Connecticut Benchmarks.
2. Ensure that classroom portfolios are maintained in accordance with YMCA and NAEYC expectations.
3. Complete and document student and teacher observations as per YMCA guidelines. Make developmental referrals as may be advised and approved by Director.
4. Develop and maintain relationships with children that inspire trust and confidence. Assist each child with meeting personal goals and those established by the program.
5. Positively and proactively communicate with and respond to supervisor, colleagues, children and parents.
6. Execute day-to-day responsibilities to create a safe, secure and enjoyable environment. Enforce all safety regulations including keeping children and program areas clean and safe. Carry out disciplinary action when necessary and in accordance with the Discipline Policy.
7. Anticipate and minimize potential problems with children or the environment and respond effectively and in accordance with YMCA guidelines, to problems that occur. Execute and enforce all safety regulations policies and procedures, including those for the prevention of child abuse.
8. Respond quickly and effectively to accidents and incidents. Accurately prepare and submit Accident and Incident Reports in a timely manner.
9. Instruct children in emergency procedures including fire, severe weather, and lost child.
10. Act as a team member as evidenced by active participation in all training events. Maintain a positive, professional attitude and loyalty to the YMCA.
11. Assist in the daily maintenance of the program.
12. Guide the staff and children by modeling behaviors that preserve the quality of supplies, equipment, and materials. Maintain inventory of supplies.
13. Be responsible for forwarding notices and fee receipts to parents.
14. Continue professional development as outlined in the Connecticut State Department of Health licensing requirements (annual training hours equal to or greater than 20% of hours worked) as well as any/all training required by the YMCA and other accrediting agencies.
15. Be knowledgeable and supportive of YMCA programs and encourage member participation in events and programs.
16. Assume any other duties as directed by supervisor or director.



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EFFECT ON END RESULT

1. To the extent there is positive growth and nurturing of children in the program by meeting individual development needs.
2. To the extent that program meets or exceeds financial and enrollment targets.
3. To the extent there is the creation of a warm and friendly atmosphere in which children and families can grow.
4. To the extent a quality child care program exists that reflects a positive image of the YMCA and its services to the community.
5. To the extent program goals are met or exceeded.
6. To the extent that program meets or exceeds licensing and/or accreditation standards.