



**FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

Central Connecticut Coast YMCA Position Announcement

Job Title: Child Care Head Teacher

Reports To: Child Care Director

Work Location: Valley YMCA

FLSA: Non-exempt – Non-exempt – Part-time

Work Schedule: M – F Before and After School

A Career with a Cause:

At the YMCA, strengthening community is our cause. Our mission is to put Judeo-Christian principles into practice through programs that build healthy spirit, mind, and body for all. The Y strengthens the foundations of communities and families through our key areas of focus; youth development, healthy living, and social responsibility and our core values of caring, honesty, respect, and responsibility. We are committed to this cause because a strong community is achieved when we invest in our children, health, neighbors, and values.

General Function:

Under the direction of the Child Care Director, the Child Care Head Teacher is responsible for providing a warm, nurturing, safe and loving environment, where self-concepts are enhanced, independence encouraged, and individuality respected. The Head Teacher provides the direct leadership and supervision to the assigned classroom, staff and children. They are also responsible for providing a program that fosters children's social, physical, spiritual, and mental growth.

Salary and Benefits:

- Salary Range: \$12.50 - \$15.00 per hour, Non-exempt – Part-time
- YMCA membership, parking, and other benefits outlined in the personnel policy

Essential Duties and Responsibilities:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The essential functions of this position include, but are not limited to the following:

- Model and teach the YMCA values and child care philosophies with participants, colleagues, parents, visitors and any other constituents.
- Connect quickly with participants. Develop and maintain personal relationship with children that inspire trust and confidence. Assist each child with meeting personal goals and those established by the program.
- Plan, organize and lead small and large group 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.
- Act as a team member as evidenced by active participation in all training events and staff meetings, cooperating with and connecting with colleagues.
- Actively participate in all daily activities.
- Positively and proactively communicate with and respond to supervisor, colleagues, children and parents.
- Directly supervise teachers, teacher assistants and volunteers assigned to classroom. Provide feedback and assist with completion of performance reviews. Ensure that staff have opportunities to plan and lead small and large group activities. Provide coaching to staff to prepare them for increased responsibilities.
- 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.
- 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.
- Respond quickly and effectively to accidents and incidents. Accurately prepare and submit Accident and Incident Reports in a timely manner.
- Instruct children in emergency procedures including fire, severe weather, and lost child.
- Provide opportunities for individuals and the group to achieve goals and making sure to meet program goals.
- Assist with the recruitment and hiring of teachers and teacher assistants.
- Take direction from the child care director or program director and to supervise, direct and guide child care teachers and child care teacher assistants.
- Help maintain all records and files including accurate documentation of attendance, emergency information, accident/incident reports, and individual and group behaviors, in accordance with the Connecticut State Department of Health licensing requirements and to maintain communication with office personnel regarding enrollment, absences and withdrawals.
- Maintain a positive, professional attitude and loyalty to the YMCA.
- Assist in the daily maintenance of the program.
- Guide the staff and children by modeling behaviors that preserve the quality of supplies, equipment, and materials.
- Maintain inventory of supplies.

- Be responsible for forwarding notices and fee receipts to parents.
- 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.
- Be knowledgeable and supportive of YMCA programs and encourage member participation in events and programs.
- Assume any other duties as directed by supervisor or director.

Experience, Education, and Qualifications:

- Must be at least 20 years of age.
- Must have at least one of the following (A or B):
 1. A high school diploma or equivalent.
 2. At least 1080 hours of documented supervised experience over a nine-month period, 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. Twelve (12) credits in early childhood education or child development, elementary education, recreation, group social work, or a related field from an accredited institution of higher education with program approval from a Board of Governors of Higher Education.
- 1. A bachelor's degree in early childhood education or child development.
- 2. At least 360 hours of documented supervised experience with unrelated children of the same ages to be served and with these or comparable standards plus at least one semester of student teaching with children of same ages/developmental stages as those to be served.
- Must be able to plan and implement developmentally appropriate activities
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- Supervisory experience preferred.
- Must possess sufficient visual and auditory acuity to respond to emergency situations in a timely manner.
- 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.
- Bilingual in English and Spanish preferred

Trainings & Certifications:

- Must complete online Blood borne Pathogens and Employee Safety trainings prior to initial assignment to position.
- Must complete other New Employee training within the first 90-days of employment.
- Must complete Child Abuse Prevention trainings within the first 90-days of employment.
- Administration of Medications certification is preferred but required within 6 months of hire.
- Connecticut Child Care CPR/First aid certification is required.

Core Competencies:

Collaboration: Creates sustainable relationships within the Y and with other organizations in service to the community.

- Develops and maintains positive relationships with volunteers, members, program participants, and colleagues at all levels of the organization.

Communication & Influence Listens and expresses self effectively and in a way that engages, inspires, and builds commitment to the Y's cause

- Interprets messages and body language effectively.
- Listens with the intent to understand the perspective of others by using appropriate communication methods, including open-ended questions.
- Responds to the individual needs of the other person.

Inclusion: Values all people for their unique talents, and takes an active role in promoting practices that support diversity, inclusion, and global work, as well as cultural competence

- Embraces all dimensions of diversity (i.e., ability, age, culture, ethnicity, faith, gender, gender identity, income, national origin, race, religion, sexual orientation, socio-economic status, etc.) by treating all people with dignity, compassion, and respect.
- Creates a safe environment in which others feel welcome and respected.

Functional Expertise: Executes superior technical skills for the role

- Has the functional and technical knowledge and skills to do the job at a high level of accomplishment.
- Uses best practices, guidelines, and industry standards as a framework to improve performance.
- Demonstrates up-to-date knowledge and skills in the technology associated with the job.
- Serves with purpose and passion.

Program/Project Management: Ensures program or project goals are met and intended impact occurs

- Organizes program or project resources, space, or deliverables to best meet intended goals and outcomes.
- Delivers a high-quality experience to members, participants, or project teams.

Developing Self & Others: Develops self and supports others (e.g., staff, volunteers, members, program participants), both formally and informally, to achieve their highest potential

- Supports members, participants, or project teams in achieving their goals.
- Reflects on and learns from successes and mistakes.
- Proactively shares information, experiences, lessons learned, and suggestions to help others be more successful.
- Volunteers for challenging tasks or projects in an effort to grow and develop.

- Solicits and is open to informal learning opportunities to gain insight (e.g., performance feedback, coaching, and stretch assignments).

Effect on End Results:

This position strongly impacts the effectiveness with which the Central Connecticut Coast YMCA accomplishes its mission. The role requires that the Child Care Head Teacher be committed to delivering high quality results, building positive relationships, maintaining a safe environment, and fostering a healthy community for all.

- Positive growth and nurturing of children in the program by meeting individual development needs.
- Program meets or exceeds financial and enrollment targets.
- Creation of a warm and friendly atmosphere in which children and families can grow.
- Quality child care program exists that reflects a positive image of the YMCA and its services to the community.
- Personal and YMCA child care goals are met or exceeded.
- Program meets or exceeds licensing and/or accreditation standards.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to type, handle or feel; and reach with hands and arms. The employee must frequently lift and/or move up to 20 pounds and occasionally lift and/or move up to 40 pounds and complete repetitive lifting, bending, stooping and/or kneeling. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Position requires sitting for extended periods of time and repetitive data entry.

Work Environment:

This job operates in a recreational and educational environment. This role routinely uses standard sports and recreation equipment such as gym equipment, sports equipment, and office equipment such as phones, photocopiers, filing cabinets, and fax machines. At times, employees may be exposed to undesirable working conditions, communicable infectious diseases, and risk of injury from others. All employees are required to follow the preventative health policies of the YMCA at all times. The noise level in the work environment is moderate to high.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Application Information:

Submit a cover letter, resume, and four references by May 1, 2018 to Julie Mott, Child Care Director, at jmott@cccymca.org