



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

Tri-Cities Family YMCA Job Description

Position Title: **Program Director and Lead Teacher**
Learning Tree Preschool/Spring Lake Intermediate School
Reports to: **Child Development Director**

Mission

To put Christian principles into practice through programs that build healthy spirit, mind, and body for all.

Overall Function

Under the supervision of the Child Development Director, assist with the day-to-day operation of the Learning Tree Preschool program at Spring Lake Intermediate School. Operations include being available to address parent, child, and staff issues, program enrollment, overseeing caregiving staff, overall care and supervision of children, as well as establishing positive relationships with children and families enrolled in the child care programs. The Program Director is also the lead teacher/caregiver for two classrooms of 16 children four to five years of age and is responsible for overseeing the planning, developing, and implementation of classroom activities. This position requires face-to-face leadership in these programs and may involve early morning and evening responsibilities.

Qualifications

1. Bachelor's degree in early childhood education, child development, or a child-related field (with 18 semester hours in early childhood or child development).
2. Previous experience working with children 4-5 years, preferred.
3. At least 21 years of age (per licensing requirements).
4. Prior classroom experience and knowledge of the Creative Curriculum preferred.
5. Familiarity and compliance with all licensing rules and regulations for child care centers.

Customer Service Statement

Our number one goal is to provide outstanding customer service. Every YMCA employee is expected to be: a good listener, knowledgeable, friendly, professional, helpful, and willing to go the extra mile to EXCEED the customer's expectations. We demonstrate the values of caring, honesty, respect, and responsibility as role models in the Tri-Cities Family YMCA and the community at large.

Areas of Direct Responsibility

YMCA Learning Tree Preschool Program at Holmes Elementary

Essential Overall Functions

Program Director Responsibilities

- Coordinates the day to day operation of the preschool program at Holmes Elementary.
- Cooperate with fellow co-workers in developing and maintaining the continuity and excellence of the preschool program.
- Facilitate and provide a preschool orientation to families and students prior to the first day of programming.
- Provides tours and is available to answer questions of prospective families and participants.
- Be familiar with emergency procedures and protocol as well as licensing rules and regulations.
- Maintains Michigan child care records for licensing and food program (if applicable).
- Maintains a positive relationship with assigned licensing consultants.
- Confers with teaching staff regarding challenges in a child's behavior or learning style and recommends methods of modifying challenging behaviors and encourages learning experiences to meet each individual child's needs.
- Recommend necessary child/family referrals.
- Keep an accurate inventory of supplies and equipment and; notify Child Development Director when replacement or repair is necessary. Recommends purchases of instructional materials and teaching materials such as books, toys, equipment and games designed to stimulate learning.

- Will promote and follow all Y-USA HEPA (Healthy Eating and Physical Activity) guidelines for the preschool program.

Lead Teacher Responsibilities

- Perform classroom-teaching duties as assigned.
- Work cooperatively with the associate teacher in all areas of the planning and assessment.
- Be prepared. Provide Child Development Director with copies of lesson plans at least one week prior to execution in the classroom, as well as a monthly calendar turned in by the teaching team. Insure that all materials and equipment are available to execute lesson plans.
- Develop curriculum to meet the goals and objectives of the Creative Curriculum and the preschool program as well as the specific needs of individual children in the preschool program.
- Keep records of the students' progress, routines, and interests, and keep parents informed about their child's development through individual meetings and scheduled conferences. Complete all necessary documentation and assessments for all children.
- Lead age appropriate activities in: crafts, games, songs, stories, movement, and activities that promote the development of skills across the curriculum (language, literacy, math, physical, and social skills).
- Model appropriate behavior for children to follow.
- Ability to effectively communicate in a pleasant and positive manner with children, families, YMCA members, YMCA staff members, and the staff and families of Holmes Elementary.
- Develop and maintain open communication with all parents and be available to parents if there is a concern that needs to be addressed.
- Provide continuous supervision at all times, even during play and game activities with children, so as to maintain order and discipline and promote learning.
- Attend 24 clock hours of training per school year as mandated by state licensing and quality standards. Three hours need to be in special needs or cultural diversity. Complete all necessary CPR/First Aid requirements.
- Contact parent's in the event of child's illness and/or behavioral concerns.
- Communicate with the Child Development Director any problems, concerns or suggestions regarding the children or program.
- Show enthusiasm when in the classroom, engaging the children at their level and treat all children fairly and with respect.
- Assist the YMCA in positively marketing the YMCA and its programs to the community.
- Be punctual and dependable. Arrive 25 minutes prior to class time and obtain own substitute if unable to work scheduled shift.
- Provide a clean and safe environment for classroom activities. Keep room, work areas, toys, and equipment clean at all times.
- Attend staff meetings and meet with the Child Development Director as scheduled.
- Dress appropriately for teaching and contact with children and parents.
- Be in assigned area at all times while clocked in.
- No cell phone calls/texts or social media activities will be made or answered during classroom hours.
- Maintain a positive relationship with school staff and board of education members (if applicable).

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified.

Basic Hours

M-F, 8:15 am-4:00 pm (as scheduled), staff training, back to school nights, family fun nights, and fundraisers.

Environment

School setting and classroom environment with high level of contact with program participants and their families as well as the community. Various hours that may include early mornings and/or late evenings. Some off site travel and work required.

Health and Safety Requirements

Employees are advised on OSHA Standards through required signage and administrative updates as compliant with federal law.

Physical Demands

Employee can demonstrate sufficient strength, agility, and mobility to perform the essential functions of the position.