



FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Tri-Cities Family YMCA Job Description

Position Title: **Assistant Preschool Program Director**

FLSA Status: **Hourly, Non-Exempt**

Reports to: **Senior Program Director**

Revision Date: April 2021

POSITION SUMMARY:

Under the supervision of the Senior Program Director, assist with the day-to-day operation of the Learning Tree Preschool program. 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. This position requires face-to-face leadership in these programs and may involve early morning and evening responsibilities.

OUR CULTURE:

Our mission and core values are brought to life by our culture. In the Y, we strive to live our cause of strengthening communities with purpose and intentionality every day. **We are welcoming:** we are open to all. We are a place where you can belong and become. **We are genuine:** we value you and embrace your individuality. **We are hopeful:** we believe in you and your potential to become a catalyst in the world. **We are nurturing:** we support you in your journey to develop your full potential. **We are determined:** above all else, we are on a relentless quest to make our community stronger beginning with you.

AREAS OF DIRECT RESPONSIBILITY

YMCA Learning Tree Preschool Program

ESSENTIAL OVERALL FUNCTIONS

- Coordinates the day to day operation of the preschool program.
- Cooperate with the Senior Program Director in developing and maintaining the continuity and excellence of the preschool program.
- Provides tours and available to answer questions (email, phone, in person) of prospective families and participants.
- Ability to effectively communicate in a pleasant and positive manner with children, families, YMCA members, and YMCA staff members.
- Develop and maintain open communication with all parents and be available to parents if there is a concern that needs to be addressed.
- Facilitate and execute annual preschool registration using YMCA software.
- Annually review and update enrollment documents and materials.
- Facilitate and provide a preschool orientation to families and students prior to the first day of programming.
- Manage tuition payments: billing, collection, and reconciliation.
- Maintain all licensing documents (including child and staff records) and meet all licensing expectations and rules. Work with State of Michigan licensing consultant to ensure accurate documentation, reporting and maintenance of license.
- Be familiar with emergency procedures and protocol as well as licensing rules and regulations. Train all early childhood staff in procedures.
- Maintains Michigan child care records for licensing and food program (if applicable).

- Complete Great Start to Quality assessments regularly and implement program changes to maintain or improve STAR quality rating.
- Will promote and follow all Y-USA HEPA (Healthy Eating and Physical Activity) guidelines for the preschool program.
- 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 and assist in necessary child/family referrals.
- Keep an accurate inventory of supplies and equipment and; notify Senior Program 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.
- Develop and review program budget regularly.
- Perform classroom-teaching duties as assigned and/or when temporary vacancies present (subbing).
- Review lessons to ensure instruction is meeting 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.
- 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.
- Communicate with the Senior Program Director any problems, concerns or suggestions regarding the children or program.
- Assist the YMCA in positively marketing the YMCA and its programs to the community.
- Be punctual and dependable.
- Recruit, hire, onboard, train, and schedule all teaching staff.
- Observe and assess classroom instruction regularly to provide coaching and feedback to teaching staff. Provide an annual performance appraisal to all staff.
- Plan, develop, and professional development and training opportunities to all teaching staff.
- Facilitate and lead monthly team/staff meetings. Meet with the Senior Program Director as scheduled.
- Dress appropriately for teaching and contact with children and parents.
- Additional duties assigned as deemed necessary by the Senior Program Director.

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.
6. Certifications to be completed within the first 30 days of employment:
 - a. Basic Life Support, First Aid, Blood borne Pathogen Certification
 - b. Child Abuse Prevention Training Certification.

LEADERSHIP COMPETENCIES:

- Inclusion
- Critical Thinking & Decision Making
- Emotional Maturity

BASIC HOURS

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

ENVIRONMENT

76,000 square foot facility with high level of contact with members and community. Various hours that may include early mornings and/or late evenings

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

While performing the duties of this job, the employee is regularly required to use a computer for extended periods of time and be able to communicate using a computer and phone/smart device.

The employee frequently is required to sit and reach, and must be able to move around the work environment.

Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust.

The noise level in the work environment is usually moderate.

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.