



## HOPKINS COUNTY FAMILY YMCA JOB DESCRIPTION

<b>TITLE:</b>	Preschool Teacher	<b>DEPARTMENT:</b>	Child Development
<b>HOURS:</b>	25-30 hours/week	<b>DIRECT SUPERVISOR:</b>	Director of Youth Services
<b>DATE EFFECTIVE:</b>	December 1, 2021		

**POSITION SUMMARY:** Under the direction of the Director of Youth Services, the Preschool Teacher will see that age-appropriate activities are planned and implemented in all aspects of the program. Duties include working with staff to plan and implement activities and execute the daily schedule and lesson plans. Be responsible for the direct supervision of the appropriate children and their activities, and working with other staff to provide a program and atmosphere that fosters children’s’ social, physical, spiritual, and mental growth.

**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.

**POSITION REQUIREMENTS:**

- Must be 18 years of age or older (special consideration may be made for the “second” classroom teacher).
- Must have High School Education or equivalent GED (or have waiver on file from your Guidance Counselor that you are in good standing as a student to graduate on time).
- Employment is contingent on criminal background check coming back negative.
- Must have current report (dated within the last year) of a negative TB skin test on file at the YMCA Kid Center.
- Must have ability to be certified in CPR, First Aid and AED (or be certified in CPR and First Aid prior to employment) within 90 days of hire and maintain current certification throughout duration of employment.
- Must be committed to and supportive of the Y mission.
- Must have the ability to relate effectively to diverse groups of people from various social and economic segments of the community.
- At least one year experience in a child care program, recreational program, or camp setting.
- Must be able to work with the public (both adults and children).
- Must work well with children in cooperation with other staff and parents of participants.
- Must be able to follow directions.

- Must receive 15 hours of state accredited training as mandated by State Licensing. Six of the fifteen hours are to be completed within the first three months of employment, the remaining nine within the first year of employment.
- Must be able to complete YMCA New Employee Onboarding within 90 days of hire.

#### **ESSENTIAL FUNCTIONS:**

- Must understand and follow State Licensing codes and requirements for Child Care Centers.
- Report **ANY** instance of suspected child abuse or neglect to Child Protective Services AND Director **immediately** (the law requires reports are to be made within 24 hours). **By law, Child Care Providers are Mandatory Reporters.**
- Plan, supervise, and implement a well-rounded curriculum/program for the site with the YMCA mission statement foremost in planning consideration.
- Demonstrate and teach the character development values of caring, honesty, respect, and responsibility.

#### **ENVIRONMENTAL ASPECTS:**

- Must be able to visually supervise the children.
- Must be able to communicate verbally and in writing in such a way as to be easily understood by the children, parents, and staff.
- Must be able to move freely and quickly through the building and outdoors.
- Must be able to remain alert while on duty.
- Must be able to comprehend YMCA procedures and guidelines and implement them daily.
- Must be able to do basic record keeping.
- Must be able to do basic mathematical skills with speed and accuracy.
- Must be able to lift up to 45 pounds.

#### **EFFECT ON END RESULTS:**

- The children enrolled will be safe, clean and well cared for while in attendance.
- The physical facility and equipment/supplies will be clean, neat and organized in such a way that is conducive to a child's learning environment.
- The program will include a variety of activities that promotes the enhancement of the whole child and incorporates the YMCA mission and Character Development concepts.
- The parents of the children comment of the exceptional physical facility, program and care of their child.

This description is a summary of the functions of this position. Other duties may be assigned as needed. The YMCA reserves the right to review and adjust this job description as business needs dictate.