



YMCA of Cass and Clay Counties Job Description

Position Title: Early Learning Center Teacher

Department: Learning Centers

Employee Type: Non-Exempt

Supervisor: LC Site Director

YMCA Leadership Level: Leader

Background Check Level: 1: SS# Check, AKA Verification, Criminal Background, Sex Offender

Revision Date: 7/21/2021

National YMCA Mission:

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

YMCA of Cass and Clay Counties' Mission:

The YMCA of Cass and Clay Counties is a not-for-profit community service organization dedicated to enhancing the spirit, mind and body of all persons through quality leadership, programs, services and facilities.

The YMCA's:

- **Cause:** Strengthening Community
- **3 Pillars:** Youth Development, Healthy Living, Social Responsibility
- **Core Values:** Caring, Honesty, Respect, Responsibility, Health
- **Voice Attributes:** Nurturing, Genuine, Hopeful, Determined, Welcoming

Position Summary:

This position is responsible for the safe supervision of an assigned group of children while conducting daily lesson planning, child assessments and curriculum planning. This position will also assist the children with a variety of activities to enhance gross and fine motor skills, social/emotional development, and provide them with sensory and cognitive experiences. This position will also oversee the work of the ELC Assistant Teacher, ELC Classroom Assistant and Learning Center Leader.

Supervision of:

None

Required Education, Certifications, Experience:

- At least 18 years old AND
- High School Diploma or GED AND
- 1 year of paid experience working with children (not including babysitting)

And at least one of the following:

- An Associate's Degree in a related field OR
- A Bachelor's Degree in an unrelated field OR
- A Child Development Associate (CDA) Credential

And must also complete:

- Within 90 days of hire: CPR/First Aid/AED Certification for Adult, Child and Pediatrics
- Within 90 days of hire: 15 hours of basic childcare training through Child Care Aware

Highly Desired Knowledge, Skills and Abilities:

1. Positive, effective, calm and professional communication – verbally and written – with staff, members, children, parents and others – tailoring the communication style to the appropriate audience
2. The ability to work effectively with people of different backgrounds, abilities, opinions and perceptions
3. Has experience in supervising staff: providing feedback, coaching, guidance and support
4. Excellent customer service skills
5. Self-motivated
6. Resourcefulness
7. Ability to maintain confidential information
8. Has a basic understanding of safety procedures

Essential Functions - YMCA Competencies:

1. Communication and Influence
2. Critical Thinking and Decision Making
3. Functional Expertise
4. Emotional Maturity

Essential Functions – Job Specific Competencies:

1. Supervises assigned groups of children
2. Engages in positive staff-child interaction
3. Responsible for taking the children on field trips as assigned. Dresses and swims with children if the trip involves swimming
4. Promotes a healthy, emotional, social, intellectual and physical environment of each child
5. Serves meals in a family style setting and assists in developing good nutritional habits
6. Maintains a physical environment that is clean, neatly organized and conforms to governmental and agency standards for the physical safety and well-being of the children and adults who use the center. Takes responsibility for the upkeep of all of the equipment and materials. Encourages children's participation in the upkeep of these materials
7. Responsible for seeking out emergency medical attention for children and staff as needed, notifying parents and the supervisor if a child becomes ill or is injured.
8. Maintains informal records of progress on each child's growth and development and encourages communication with parents or guardians regarding such growth and development
9. Implements developmentally appropriate curriculum and activities.
10. Schedules conferences as needed with parent or guardians keeping them informed when concerns arise
11. Organizes and conducts two parent/teacher conferences each school year.
12. Responsible for keeping records of children's attendance, daily reports for each parent when requested and daily food program records
13. Plans and executes developmentally appropriate experience using a variety of materials in the field of art, math, music, science and literature. Post daily schedules and curriculum in the classroom
14. Must be prepared to justify the presentation of a particular environment, materials, or activity in terms of appropriateness
15. Relates to parents positively when approached, referring problematic questions or situations to the supervisor
16. Assumes responsibility for maintaining a level of knowledge in child development through reading, workshops, conferences, college courses and in-service training
17. Assists the supervisor as needed and maintains good communication
18. Attends and participates in preparing for special events, open houses and parent involvement activities as scheduled – attends other YMCA functions as necessary
19. Trains new staff
20. Assigns specific and appropriate tasks to staff
21. Provides feedback and performance improvement guidelines to staff as needed
22. Maintains confidentiality
23. Organizes and conducts two parent/teacher conferences each school year
24. In the absence of the ELC Director, will supervise the ELC Assistant Teacher, ELC Classroom Assistant and Learning Center Leader as directed

Maintain the health & safety of the children by:

1. Supervising children by sight and or sound at all times
2. Keeping within child to staff ratio by knowing and tracking the number of children in group
3. Following classroom and play area rules, routines and procedures
4. Following emergency procedures and administering first aid when needed
5. Maintaining and completing required documentation as assigned and directed
6. Cleaning and sanitizing classroom materials, equipment and furniture

Essential Functions – Other:

1. Is on time and present for scheduled shift; when unable to work scheduled shift – follows policy for finding a substitute to work for you and/or notifying your supervisor
2. Attends mandatory departmental meetings and training sessions as required
3. Maintains a neat and clean work area, free of hazards
4. Follows YMCA policies and departmental procedures
5. Follows all emergency and safety procedures
6. Wears name tag and follows dress code at all times per department policy
7. Other duties upon request by immediate supervisor

Physical Requirements:

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions, provided it does not impose an “undue hardship” on the employer.

- More than 50% of the time: Fine dexterity; Forceful grasping; Seeing; Tactile sense; Speaking; Hearing; Understanding the English language; Reading & Writing the English language; Pushing or Pulling up to 25 lbs; Lifting or Carrying up to 25 lbs; Lifting overhead up to 25 lbs; Sitting in a chair; Sitting on the floor/ground; Standing; Walking; Light grasping;
- Less than 50% of the time: Running; Bending; Crawling; Kneeling, Squatting; Twisting; Reaching above head; Keyboard and Mouse use; Pushing or Pulling 20 to 50 lbs; Lifting or Carrying 20 to 50 lbs; Working at heights; Swimming

The YMCA:

- Retains the right to revise this job description or change or assign other duties to this position
- Is an Equal Opportunity Employer
- Conducts pre-employment background checks on all employees.

Acknowledgement for Receipt of Job Description:

I understand that the above statements are intended to describe the general nature and level of work being performed by the individuals assigned to this position. I am expected to follow all aspects of this job description including the mission, cause, 3 pillars, core values and voice attributes. This job description is not intended to be an exhaustive list of all duties, and I understand that there may be other duties requested of me. I have received a copy of this Job Description and have read and understand its contents and by signing below am stating that I will perform this position with or without accommodations. If I feel that I need any accommodations as allowed by law – I will discuss this with my supervisor.

Employee Name (Printed)

Employee Signature

Date