



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## PIEDMONT FAMILY YMCA JOB DESCRIPTION

Job Title: Lead Teacher  
Leadership Level: Leader  
Status: F/T  
Reports to: Early Learning Center Director

Pay Rate: \$17-\$18/hr  
FLSA Status: Non-Exempt  
Department: Child Care  
Location: Early Learning Center

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### POSITION SUMMARY:

As a Lead Teacher, you will plan, manage, and supervise early childhood classroom structure, including lesson plans, schedules, routines and transitions. You'll be responsible for ensuring the health welfare, and safety of the children enrolled in our program. You will also create an environment which fosters the social, emotional, physical, cognitive, and creative development of each child in your care. You will contribute to the YMCA and to the overall community we serve by working with our littlest YMCA participants to help them prepare for success in school and life.

### ESSENTIAL FUNCTIONS:

- Implements STREAMin3 curriculum within the established guidelines.
- Designs and implements daily lesson/activity plans.
- Adheres to program standards including safety and cleanliness.
- Supervises the children, classroom, and all activities.
- Makes ongoing, systematic observations and evaluations of each child.
- Conducts parent conferences, and maintains positive relationships and effective communication with parents. Engages parents as volunteers.
- Maintains program site and equipment.
- Maintains required program records.
- Maintains thorough knowledge of the licensing standards set forth by the Commonwealth of Virginia and maintains compliance at all times.
- Attends and participates in all family nights, program activities, and team meetings.
- Actively seeks to continuously update skills by attending outside workshops and constantly whenever possible, by becoming active in professional organizations and constantly seeking new ideas and materials.

### LEADERSHIP COMPETENCIES:

Advancing Our Mission & Cause: Engaging Community, Volunteerism, Philanthropy, Change Leadership

Building Relationships: Collaboration, Communication & Influence, Inclusion

Leading Operations: Critical Thinking & Decision Making, Fiscal Management, Functional Expertise, Innovation, Program/Project Management

Developing & Inspiring People: Developing Self & Others, Emotional Maturity

**QUALIFICATIONS:**

- Meets educational and experience qualifications established by the Department of Social Services Division of Licensing.
- At least 18 years of age.
- At least one year of experience working with children in a developmental setting preferred.
- Ability to plan, organize and implement age-appropriate/developmentally appropriate program activities.
- Previous experience with diverse populations. Ability to develop positive, authentic relationships with people from different backgrounds.
- Participation in required in-service training (16 hours) annually.

**WORK ENVIRONMENT & PHYSICAL DEMANDS:**

- Ability to plan, lead and participate in activities.
- 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**SIGNATURE:**

I have reviewed and understand this job description.

\_\_\_\_\_  
Employee's name

\_\_\_\_\_  
Employee's signature

Today's date: \_\_\_\_\_