



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

## **PIEDMONT FAMILY YMCA JOB DESCRIPTION**

Job Title: **LEAD TEACHER**

Pay Range: \$15-\$17/hr

Status: F/T

FLSA Status: Non-Exempt

Reports to: Early Learning Center Director

Department: Child Care

Revision Date 4/7/22

### **POSITION SUMMARY:**

The Lead Teacher is responsible for managing, and supervising early childhood classroom structure, including lesson plans, schedules, routines and transitions. You will be responsible for ensuring the health, welfare, and safety of the children enrolled in your classroom. You will contribute to the YMCA and 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.
- Creates classroom environment that fosters the social, emotional, physical, cognitive, and creative development of each child in your care.
- 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 with neat/organized classroom.
- 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.
- Adheres to YMCA's core values of caring, honesty, respect, and responsibility.
- Maintain loyalty to the Y, conduct yourself with professional integrity, respect the confidentiality of the families served and be an appropriate role model for the children/parents.

### **QUALIFICATIONS:**

- Meets educational and experience qualifications established by the Department of Education, 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:**

- 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.
- Stand, walk, sit; use hands to finger, handle or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, crawl, twist, bend, and talk to hear.
- Regularly lift and/or move up to 10 pounds and frequently lift and/or move up to 50 pounds.

**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

**SIGNATURE:**

I have reviewed and understand this job description.

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Employee Name (please print)

\_\_\_\_\_

Employee Signature

Date: \_\_\_\_\_