Job Description
Lead Teacher

Position: Lead Teacher
FLSA Type: Hourly, Non-Exempt
Departments: Child Care

Branch: Green
Reports To: Child Care Director

General Function

The lead teacher is responsible for all aspects of care, education and safety of the children in his/her classroom. S/he will incorporate the values of caring, honesty, faith, respect and responsibility in all aspects of his/her job performance.

Qualifications

- Associates degree in child Development, CDA, or two or more years of college training in education, child development or related field or equivalent experience
- Must believe in YMCA's philosophy and mission and be willing to teach, model and implement character development values
- Must be flexible and maintain positive attitude
- Must qualify under ODJFS for staff requirements
- Physically able to lift up to 50 lbs.
- Ability to appropriately communicate with parents and children

Job Segments

- Set the climate for children, staff and volunteers in the classrooms
- Supervise classroom staff & volunteers and understand their value
- Maintain a safe & clean environment at all times in classroom & center
- Write lesson plans and submit to director one week in advance of implementation
- Guide children's behavior and learning through active interaction & implementation of lesson plans.
- Maintain accurate records for licensing & funding agencies
- Maintain the classroom to meet all ODJFS requirements
- Appreciate the diversity of families and how to effectively and appropriately share information with them about their child
- Work with director/assistant director to annually achieve YMCA Mission Driven Quality Promise & Akron YMCA Knock Your Socks Off Service status
- Make daily observations of health of children & take appropriate as needed
- Attend staff meetings, training sessions, workshops and conferences as requested and required
- Attend the following trainings: BBP prior to working in classroom, YMCA Child Abuse in first three months, YMCA New Staff Member Orientation within first 60 days of employment
- Understand the need for and play an active role in the Partners With Youth & UW Campaigns
- Know and follow all state and center emergency policies and procedures
- Maintain a professional demeanor
- Be responsible for the appearance and cleanliness of the learning environment of the site
- All other duties as assigned

If Applicable: Valid drivers license and clean driving record if responsible for driving YMCA vehicles. CDL license must be procured when required by law. Drivers must maintain strict safety procedures & policies at **all times**.

Effect on End Result: This position can and should affect the physical, intellectual, social and emotional development of each child in our care. Children should have every opportunity to grow & develop to their fullest potential. The teacher will have successfully fulfilled his/her job description when each child as successfully moved along the continuum for each area of development.

I have read and understand the above job description for the position of Lead Teacher.

_____	_____	_____	_____
Employee Signature	Date	Supervisor Signature	Date