

South Sound YMCA SPSCC Campus Childcare Center



Position Title: Lead Teacher

Department: Child Care

Reports to: SPSCC Center Director

Qualifications: The person selected for this position must be 21 years of age, have 45 Early Childhood Education credits, and a minimum of 2 years experience working with young children. This person must be able to meet the requirements of the licensing agency. This person must be a sensitive mature individual who is able to relate well to both children and adults. This person must have the personality and ability to provide leadership and stability for program continuity.

Responsibilities: Responsibilities will include, but will not be limited to, the following:

- Receive Stars Training or exemption letter within first 6 months of employment.
- Good communication skills.
- Schedule activities and develop a challenging curriculum.
- Submit lesson plans weekly, and bi-monthly newsletters to the SPSCC Center Director.
- Communicate with parents on their child's development and behavior in the classroom.
- Where the lead teachers are in a combined class situation or when a lead from an adjoining class is not present the lead teacher left will assume responsibility to oversee these environments.
- Participate in team teaching when necessary (Infants/Wobblers, Transition/Toddlers, Pre-School 1,2 &3)
- Supervise and implement programming for the class in accordance with the policies and philosophy of the center.
- Gear their classroom to the needs of individual children with concern for their interests, disabilities, special talents, individual style and pace of learning.
- Consider individual children in relationship to their cultural and socioeconomic background.
- Treat children with dignity and respect.
- Help children become aware of their roles as integral members of a group.
- Assist in the training of teacher aides and mentoring lab school students.
- Perform daily housekeeping tasks with minimal lifting. (food, pots, pans, mopping, sweeping, laundry, vacuuming, cleaning of toys, and equipment)

Lead Teacher

- Be responsible for classroom arrangement, appearance, décor, and different learning environment by maintaining a healthy, clean, and safe classroom.
- Lift, hold, and carry children to meet their emotional and developmental needs. (diapering, feeding, outside play, potty training, etc.)
- Observe and document the children’s development.
- Attend all staff meetings and recommended training programs.
- Maintain all of the Center’s forms. (incident/accident reports, medication, etc.)
- Prepare and serve meals using the policies and procedures for the USDA Child and Adult Care Program.
- Participate in a monthly fire drill.
- Participate in team teaching when other lead teachers are absent by collaborating and communicating with staff regarding the needs of the Center.
- Keep inventory on supplies and equipment to help maintain adequate amounts.
- Administer first aid and prescribed medication when necessary.
- Maintain general security of the facility when opening or closing the Center,
- Display qualities of punctuality, dependability, and ability to follow directions from supervising staff.
- Maintain confidentiality regarding program families and staff.
- Follow the sub-line procedures as specified by SPSCC center director.
- Maintains Child CPR, Child first aid, Washington Sate fingerprinting, food handlers card, YMCA orientation, TB test, DSHS clearance, child abuse prevention training, and blood borne pathogen certificate.
- Perform related duties as required.

BENDING AND LIFTING ARE REQUIRED FOR THIS POSITION

I, _____ understand and accept the expectations described
(Print name)
 above for the position of _____.

Employee Signature: _____ Date _____

Supervisor Signature: _____ Date: _____

Lead Teacher