

YMCA OF CATAWBA VALLEY

Job Description

Job Title: Preschool Lead Teacher 2
Reports To: Preschool Coordinator/Director

Location: Lincoln County YMCA
Job Status: Part-Time; Non-Exempt

General Function:

Under the direction of the Preschool Coordinator/Director and in accordance with the Christian Mission of the YMCA, the Preschool Teacher - Lead will develop, implement and coordinate all activities. The Preschool Teacher assumes full responsibility for the welfare, supervision and safety of the children enrolled in the programs. The Preschool Teacher will ensure quality programs, safe activities, and participant satisfaction.

Minimum Standards/Required Certifications:

- At least one-year supervisory experience with children.
- High school education.
- Attend Working w/0-5-Year-Old Training by the YMCA of USA. Plus, an additional 5 hours of training throughout the year.
- Strong personal relations skills.
- Practices caring, respect, honesty, and responsibility.
- Current CPR/BBP, 1st aid certification, Child Abuse Prevention, Working with children 0-5.
- Knowledge of general YMCA programs, philosophies, and objectives.
- Ability to work in and resolve conflict situations.
- Complete the YMCA orientations.

Key Responsibilities:

- Promptness.
- Utilize morning planning period.
- Assist in drop-off process each morning.
- Develop monthly lesson plan calendars.
- Lead your class through daily schedule.
- Daily presentation of snack and clean up.
- Monitor parent/child feedback on a daily basis.
- Complete all daily duties such as reports or daily cleaning of facility.
- Attend monthly staff meetings.
- Promote and participate in YMCA programs, membership and events.

Physical Requirements:

- Ability to walk, stand, and sit (including on the floor) for long periods of time.
- Exposure to communicable diseases and bodily fluids.
- Must be able to lift and/or assist children up to 50 pounds in weight.
- Must be able to lift and carry food and supplies weighing up to 20 pounds.
- Ability to stand or sit while maintaining alertness for several hours at a time.
- Position may require bending, leaning, kneeling, and walking.
- Ability to speak concisely and effectively communicate.
- Visual and auditory ability to respond to critical situations and physical ability to act swiftly in an emergency.

Safety Policy:

The Preschool Lead Teacher 2 will be responsible for observing the following rules.

- No Alcohol or drugs will be used on the job at any time.
- Report all job accidents the same day the accident happens.

- Obtain authorization from your supervisor for all non-emergency treatments for accidents.
- Wear seat belts at all times in company vehicles.
- Keep the area where you work clean and neat at all times.
- Do not remove or bypass any guards on any machinery at any time.
- Ask your supervisor when you need additional equipment or instructions to get the job done safely.
- Lift with your legs, not your back, and get assistance with loads over 50 pounds.
- Advise your supervisor of any hazardous conditions.
- Follow all other written and spoken safety rules.

Effect on End Result:

This position has a key impact on the over-all effectiveness with which the Association accomplishes its aims and objectives in service to the community. This Preschool Lead Teacher 2 position is expected to have a lasting impact on the growth and development of YMCA services in Catawba Valley.

90-Day Introductory Period:

A 90-day review will be conducted after the employee start date. The purpose of such an initial introductory period is to provide an opportunity for both the YMCA of Catawba Valley and the new employee to assess their respective satisfaction with and suitability to the job.

Employee	Date	Supervisor	Date
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