FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

TITLE:	**Preschool Lead Teacher**	**DEPARTMENT:**	**60-Early Learning**
STATUS:	**Non-exempt, Hourly**	**REPORTS TO:**	**Youth Development Director**
REVISED:	**Oct-22**	**BRANCH:**	Choose an item.

POSITION SUMMARY:

This position supports the work of the Y, a leading nonprofit committed to strengthening community through youth development, healthy living, and social responsibility. Plan and implement pre-school curriculum and provide care that encourages physical, spiritual, emotional, and intellectual growth in a safe and nurturing environment.

QUALIFICATIONS:

- Must be at least 18 years of age.
- High School diploma or equivalent general education degree, required.
- Bachelor's degree in Early Childhood or Elementary Education, preferred. Must rank a minimum of 7 on Wisconsin DCF Registry.
- Knowledge of state child care licensing requirements, preferred.
- Willingness to attend meetings, training, and obtain additional certification as requested.

PHYSICAL DEMANDS:

Ability to perform all physical aspects of the position; including leading classes, walking, standing, bending, reaching, and lifting. Individuals in this position may be subject to all elements of weather and loud facilities.

ESSENTIAL FUNCTIONS:

- Supervise assigned children and all areas of program utilization. Closely monitor arrivals, departures and absences of all participants.
- Prepare lesson plans according to approved curriculum, providing guidance to other teachers implementing plans.
- Implement lesson plans that utilize, but are not limited to the following areas: values, storytelling, games, drama, arts and crafts, singing, multi-cultural activities, and sports/fitness. Adapt lessons to meet the needs of each child as needed.
- Manage behaviors to ensure safe and positive environment, using age-appropriate behavior techniques.
- Maintain good public relations and open communication with parents and co-workers.
- Plan and implement parent-teacher conferences and assist in coordinating outreach activities for families.

- Maintain an engaging learning environment and ensure safety and cleanliness of all equipment and facilities utilized by programs.
- Maintain documentation, participant records, and uphold program policies and practices in compliance with state licensing requirements.

YMCA COMPETENCIES (Leader):

Advancing Our Mission & Cause

- Recognizes and articulates that the Y is a not-for-profit, charitable organization committed to serving the entire community.
- Seeks to understand and support change efforts.
- Shows appreciation and respect for the time, talent, and contributions of all volunteers.

Building Relationships

- Develops and maintains positive relationships with volunteers, members or program participants, and colleagues at all levels of the organization.
- Responds to the individual needs of the other person.
- Creates a safe environment in which others feel welcome and respected.

Leading Operations

- Responds to challenges with possible solutions in a timely manner.
- Acts responsibly with the Y's resources, following all budgeting policies and procedures and reporting irregularities immediately.
- Uses best practices, guidelines, and industry standards as a framework to improve performance.
- Improvises quickly and appropriately when faced with unexpected circumstances.
- Delivers a high-quality experience to members, participants, or project teams.

Developing & Inspiring People

- Proactively shares information, experiences, lessons learned, and suggestions to help others be more successful.
- Solicits and is open to informal learning opportunities to gain insight (e.g., performance feedback, coaching, and stretch assignments).
- Acts in alignment with personal and organizational values in all situations.
- Remains calm and objective when under pressure or when challenged by others.
- Leads with empathy, anticipating how actions and works impact others.

DISCLAMER:

Other duties may be assigned to this position at the discretion of the reporting supervisor.
Performance evaluation, based on essential functions and competencies, will be conducted annually.

By signing this description, I acknowledge that I possess all qualifications stated and am **able / unable** (circle one) to perform all essential functions without special assistance.

_____ _____

Employee Signature Date