



YMCA Wee Folks / YMCA Wee Folks IRC - JOB DESCRIPTION

PRINT NAME: \_\_\_\_\_

Job Title: **Wee Folks Lead Teacher**

Job Type: **Full Time / Part Time**

Reports To: **Childcare Director**

**POSITION SUMMARY:** The Wee folks Lead Teacher works cooperatively and provides work direction for team members in the classroom and insures success of lesson plans, paperwork and the program. Works with administrators to provide the childcare mission and values by providing high quality childcare services to children and parents. Meet the required annual amount of trainings required, provide evaluations and parent conferences as required. Must be dependable and punctual in your schedule. Provide a safe and comfortable environment for all children in accordance with all policies and procedures.

**GENERAL JOB FUNCTIONS & DUTIES:**

- **Work with supervisor to implement curriculum within the established guidelines**
- **Design, post and implement daily lesson/activity plans.**
- **Engage, develop and ensure the safety of the children**
- **Oversee all the activities in the classroom**
- **Meet the social-emotional, physical, cognitive and language development of the children**
- **Develop and maintain a positive classroom community**
- **Supervise children and participate with children in activities**
- **Contribute to activity preparation, clean up and room maintenance**
- **Maintain program site and equipment**
- **Conduct parent conferences and maintain professional communication with families**
- **Conduct daily observations and child evaluations**
- **Provide guidance and redirection for children's behavior**
- **Maintain CACFP rules and regulations for all meals**
- **Maintain all rules and regulations for MN State RULE (3)**
- **Directly responsible for reporting any suspected child abuse or neglect to the MN Human Services**
- **Follow strict confidentiality of all information regarding children, families and staff**
- **Attend in service trainings and staff meetings**
- **Represent the YMCA childcare in a pleasant professional manner**
- **Plan, supervise and implement all classroom swimming and outdoor activities to promote a well-balanced curriculum for early childhood.**
- **Train, Develop and Provide work direction to team members while on duty assist in training.**
- **Help plan and implement YMCA special events**
- **Plan, implement and document fire, tornado and lockdown drills as well as any other safety drills required by MN State RULE (3)**
- **Supervise Aides, Assistant Teachers, Teachers, Volunteers, Student Teachers and Practicum Students in the classroom**
- **Seek further evaluation for children that may need further guidance**
- **Support the Assistant Director/Childcare Director in providing daily leadership and communication to team members and families.**
- **Maintain required program records for children's files**
- **Have knowledge of proper diapering procedures and attend to personal hygiene of each child**
- **Have Patience: Be able to stay calm and redirect behaviors**
- **Reliability is a must, be on time and be here consistently, your coworkers and the children depend on this**
- **Strength, Must be able to lift a child on average of 50 pounds, have the ability to bend over, lift, kneel, sit on the floor, to attend to children's needs**
- **Take action in emergencies for CPR and Choking or other medical needs**
- **Engage in active play with the children, this often includes being on the floor playing with them**
- **Other duties deemed necessary by the YMCA Childcare Director**
- **Administer medication when needed**

**COMPETENCIES:**

*Mission Advancement:* Accepts and demonstrates the Y’s values. Demonstrate a desire to serve others and fulfill community needs. Recruits volunteers and builds effective, supportive working relationships with them. Supports fundraising.

*Collaboration:* Works effectively with people of different backgrounds, abilities, opinions and perceptions. Builds rapport and relates well to others. Seeks first to understand the other person’s point of view and remains calm in challenging situations. Listens for understanding and meaning; speaks and writes effectively. Takes initiative to assist in developing others.

*Operational Effectiveness:* Makes sound judgements and transfers learning from one situation to another. Embraces new approaches and discovers ideas to create a better family experience. Establishes goals, clarifies tasks, plans work and actively participates in meetings.

*Personal Growth:* Perseus self-development that enhances job performance. Demonstrates an openness to change and seeks opportunities in the change process. Accurately assesses personal feelings, strengths and limitations and how they impact relationships. Has the functional and technical knowledge and skills required to perform to their highest ability. Uses best practices and demonstrates up to date knowledge and skills in technology.

**REQUIERMENTS:**

- **Minimum age of 18**
- **Meet MN DHS Rule (3) Teacher qualifications including yearly in service requirements**
- **Adult and Child CPR, First-Aid, AED Certifications within 30 days of hire date**
- **Strong commitment to quality childcare**
- **Excellent interpersonal communication skills**
- **A commitment to working with children in a developmental setting and a sincere desire to have a meaningful effect on their lives.**
- **Ability to work with individuals from diverse backgrounds**
- **Able to plan, organize and execute developmentally appropriate program activities**
- **Excellent skills in teaching, communication and human relations.**
- **Must be to work on time and be dependable**

**Work conditions:**

- **Perform all physical aspects of the position, including frequently moving around, bending, reaching, and lifting up to 50 lbs. at a time**
- **Ability to recognize and react calmly and effectively in hazardous/dangerous situations**
- **May provide children with assistance in dealing with issues such as person hygiene, medical needs, toileting, diapering, lifting, writing and feeding.**
- **May be exposed to verbal outbursts, physical actions or bodily fluids in the childcare environment**

I have read and understand the Wee Folks Teacher responsibilities and Job duties for the ITASCA County Family YMCA Childcare program.

I understand that my failure to comply with the responsibilities stated above may ultimately result in dismissal from the YMCA.

Employee Signature: \_\_\_\_\_

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

Supervisor Signature: \_\_\_\_\_

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