



YMCA OF LANSING

FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

YMCA Child Development Center Lead Teacher

General Function: The Lead Teacher is responsible for the supervision, planning, developing, and implementation of all aspects of the child development center and their designated classroom under the supervision of the Center Lead and Regional Director of Early Childhood Learning. The Lead Teacher guides the academic and social development of children ensuring a safe, enriching, and healthy learning environment that promotes progress and learning. The position will be Monday-Friday.

Duties and Responsibilities:

The Lead teacher must have the competencies, skills, and proven leadership ability to successfully carry out the YMCA mission, goals, and vision for serving the community and the children within the program. They will be responsible for the following:

- Plan both long and short range activities in accordance with curriculum objectives, developmentally appropriate practice and program philosophy.
- Meet the emotional, social, physical and cognitive needs of each child ranging from 6 weeks to 15 months and/or 15 months to 30 months of age.
- May be asked to assist in any classrooms, infant through preschool age if necessary
- Maintain a file on each child while keeping confidentiality on all information on child/parent
- Report progress of children to parents in bi-annual reports and through parent-teacher conferences
- Maintain daily open communications with parents and share information to better plan with them on how to meet their child's needs
- Keep accident reports.
- Give evidence of continuing study and development in the field of Early Childhood Education
- Arrange a classroom environment in accordance to program goals and philosophy.
- Maintain a safe and healthy environment.
- Attend in-service and staff meetings
- Supervise assistants, aids and volunteers in the classroom.
- Keep all appropriate records and meet all applicable licensing regulations.
- Maintain a neat, attractive, stimulating, and safe environment conducive to learning
- Give medicine to children as outlined by parents
- Assist in program management as needed
- Adhere to State of Michigan Child Care Licensing rules and regulations
- Other duties as assigned

Salary: \$13-\$16/hr based off experience; part-time work schedule with a minimum of 30 hours a week

Benefits:

- Free YMCA Adult Membership
- 25% discount on program fees for themselves up to \$300 per year
- 12% retirement contribution upon eligibility
- Paid medical leave based on status and hours worked
- Ability to earn professional development hours
- Paid YMCA risk required trainings

Job Requirements:

- Must be at least 21 years of age
- Prefer a Bachelor's degree in Early Childhood Education, Child Development, or other related field **OR** Associate's Degree with 2 years professional experience in child care, early childhood education or related field **OR** CDA with 5 years professional experience in child care, early childhood education, or related field. We will assist with training requirements where needed.
- 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.
- Able to work with individuals from diverse backgrounds.

- Ability to cope with stress and demonstrate appropriate professional reaction to other's behaviors
- Completion of YMCA trainings within a required time frame. Trainings include:
 - CPR/AED, First Aid
 - Child Sexual Abuse
 - Harassment
 - Slips, Trips, and Falls
 - Blood Borne Pathogens
- Completion of Fingerprinting requirement as dictated by the State of Michigan

Physical Demands

While performing the duties of this job, the employee is often required to: bend, stoop, kneel, twist, reach with hands, sit, stand for an extended period of time, lift and/or move up to 40 pounds, have finger dexterity, grasp, perform repetitive motions, talk, hear and have visual acuity.

Disclaimers:

- Must complete successful background screening and drug test for YMCA and all other off-site screenings for partnering organizations.
- This job description may not be all-inclusive and employee is expected to perform all other duties as assigned by direct management.
- Job descriptions and duties may be modified when deemed appropriate by management.

Include: Cover letter, resume, transcripts, and three references

Contact: Amy Stearns, Director of HR & Risk, careers@lansingymca.org