



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 and management of all aspects of the child development center and their classroom.

Job Requirements:

- Must be at least 21 years of age
- 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
- 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

Position Responsibilities:

- 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
- May be asked to assist with toddler-preschool age when 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

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.

Salary: part-time work schedule with a minimum of 30 hours a week, \$14-\$16/hr – ability to earn professional development hours.

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

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