



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

KEARNEY YMCA JOB DESCRIPTION

Job Title: Child Care Head Teacher

Salary: \$11-\$14/hour

Department: Child Development Center

Status: Full-Time

Reports to: Child Care Director

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. Provides direction for the children in the classroom, and implements program curriculum. Provides a quality experience to children and parents that focuses on building achievement and belonging in youth and relationships among youth and within families.

ESSENTIAL FUNCTIONS:

1. Follow all of NE state guidelines and regulations. Must meet ratios at all times.
2. Develop and implement curriculum using daily lesson plans developmentally appropriate for the class. Turn in lesson plans to the Director each Friday for the following week. Evaluate the effectiveness of the lesson plans and make appropriate changes to maintain a high quality program.
3. Train, guide and direct the teacher assistant to know what is expected while he/she help you in the classroom.
4. Supervise to insure the safety and well-being of the children at all times, being alert for the needs and/or problems of the children as individuals and as a group.
5. Makes ongoing, systematic observations and evaluations of each child Cultivates positive relationships, conducts parent conferences, and maintains effective communication with parents. Engages parents as volunteers and connects them to the YMCA.
6. Maintains program site and equipment.
7. Maintains required program records.
8. Attends and participates in family nights, program activities, staff meetings, and staff training.
9. Performs other duties as assigned.

YMCA COMPETENCIES (Leader):

Mission Advancement: Accepts and demonstrates the Ys values. Demonstrates a desire to serve others and fulfill community needs. Recruits volunteers and builds effective, supportive working relationships with them. Supports fund-raising.

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 judgments, and transfers learning from one situation to another. Embraces new approaches and discovers ideas to create a better member experience. Establishes goals, clarifies tasks, plans work and actively participates in meetings. Follows budgeting policies and procedures, and reports all financial irregularities immediately. Strives to meet or exceed goals and deliver a high-value experience for members.

Personal Growth: Pursues 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 well; uses best practices and demonstrates up-to-date knowledge and skills in technology.

QUALIFICATIONS:

1. Must be able to pass all required background checks.
2. Be at least 18 years of age
3. CPR, First Aid, AED certifications and Child Abuse prevention training within 30 days of hire date.
4. Having at least 1500 hours of previous experience working with children in a developmental setting preferred.
5. Ability to plan, organize and implement age-appropriate/developmentally appropriate program activities.
6. Previous experience with diverse populations. Ability to develop positive, authentic relationships with people from different backgrounds.
7. Understands the YMCA is a public accommodation committed to inclusion and compliance with the Americans with Disabilities Act (ADA).

WORK ENVIRONMENT & PHYSICAL DEMANDS

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Ability to plan, lead and participate in activities.

Pay and benefits of the position:

- Pay range - \$11.00-14.00/hour
- Employee Program & Child Care Discounts
- YMCA Household/Family Membership
- PPL time – (Paid Personal Leave) depending upon years of experience
- Employee Wellness Program

SIGNATURE:

I have reviewed and understand this job description.

Employee's name

Employee's signature

Today's date: _____