



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

KEARNEY FAMILY YMCA JOB DESCRIPTION

Job Title: Child Care Head Teacher
Department: Child Development Center
Supervisor: Child Care Director

Pay Scale: \$12.75-\$14.75/hour
Status: Full-Time

The YMCA's:

- **Cause:** Strengthening Community
- **Areas of Focus:** Youth Development, Healthy Living, Social Responsibility
- **Core Values:** Caring, Honesty, Respect, Responsibility,

Position Summary:

This position is responsible for the safe supervision of an assigned group of children while conducting daily lesson planning, child assessments and curriculum planning. This position will also assist the children with a variety of activities to enhance gross and fine motor skills, social/emotional development, and provide them with sensory and cognitive experiences. This position will also oversee the work of the CDC Assistant Teacher and/or Classroom Assistant. Provides a quality experience to children and parents that focus on building achievement and belonging in youth and relationships among youth and within families.

Essential Functions:

- Our Head Teachers work in one of our Child Development Center Child Care classrooms (children ages 18 months old to 6 years old).
- Promote a safe, healthy, emotional, social, intellectual, and physical environment for each child. Your compassion will show through as you interact with children and guide their learning.
- Plan daily lessons, child assessments, and curriculum with a variety of activities to enhance gross and fine motor skills, social/emotional development, and provide children with sensory and cognitive experiences.
- Oversee the Assistant Teacher and Classroom Assistant in the classroom.
- Interact with the children's parents and answer any other questions they may have to cultivate positive relationships. Conduct parent conferences and maintain effective communication
- You will be a role model for the children by presenting yourself in a confident, dignified manner. You will leave the childcare learning center feeling rewarded that you made a difference in the life of a child.
- Follow all of Nebraska state guidelines and regulations. Must meet ratios at all times.
- Attends and participates in family nights, program activities, staff meetings, and staff training.
- Performs other duties as assigned.

Maintain the health & safety of the children by:

- Supervising children by sight and or sound at all times
- Keeping within child to staff ratio by knowing and tracking the number of children in group
- Following classroom and play area rules, routines and procedures
- Following emergency procedures and administering first aid when needed
- Maintaining and completing required documentation as assigned and directed
- Cleaning and sanitizing classroom materials, equipment and furniture

Essential Functions – Other:

- Is on time and present for scheduled shift; when unable to work scheduled shift – follows policy for finding a substitute to work for you and/or notifying your supervisor
- Attends mandatory departmental meetings and training sessions as required
- Maintains a neat and clean work area, free of hazards
- Follows YMCA policies and departmental procedures
- Follows all emergency and safety procedures
- Other duties upon request by immediate supervisor

YMCA Competencies:

- 1. Communication and Influence
- 2. Critical Thinking and Decision Making
- 3. Functional Expertise
- 4. Emotional Maturity

Highly Desired Knowledge, Skills and Abilities:

- 1. Positive, effective, calm and professional communication – verbally and written – with staff, members, children, parents and others – tailoring the communication style to the appropriate audience
- 2. The ability to work effectively with people of different backgrounds, abilities, opinions and perceptions
- 3. Has experience in supervising staff: providing feedback, coaching, guidance and support
- 4. Excellent customer service skills
- 5. Self-motivated
- 6. Resourcefulness
- 7. Ability to maintain confidential information
- 8. Has a basic understanding of safety procedures

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 - \$12.75-14.75/hour
- Health Supplement Insurance
- Child Care Discounts
- YMCA Retirement Plan (when eligible)
- Employee Wellness Program
- *Free YMCA Membership
- *Quarterly Health Stipend
- *Program Discounts
- *PPL time – (Paid Personal Leave)
- *Verizon Wireless Discount

Signature:

I have reviewed and understand this job description.

Employee’s name

Employee’s signature

Date