



**FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY**

## **JOB DESCRIPTION**

Job Title: Lead Preschool Teacher  
FLSA Status: Non-Exempt Hourly  
Status: Part Time  
Reports to: Youth & Family Director

Department: Childcare  
Revision Date: 7/2018

### **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 creates 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. Association.
  - a. Provide curriculum and theme specific worksheets for all YMCAs within the Crossroads Association by the first of the previous month.
  - b. Provide curriculum and theme specific worksheets for each age group class at the Southlake YMCA.
2. Nurtures children through purposeful programming dedicated to building achievement and belonging in youth and relationships among youth and within families.
3. Supervises the children, classroom, and all activities including ADA accommodations where appropriate. Follows all procedures and standards.
4. Makes ongoing, systematic observations and evaluations of each child.
5. Cultivates positive relationships, conducts parent conferences, and maintains effective communication with parents, including but not limited to use of Remind App and website and contribution to the Southlake YMCA Preschool Program Newsletter. 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. Serve as a mentor to the other teachers and assistants in the department
10. Plan weekly lessons for the class in accordance with daily schedule and weekly theme.
11. Have all instructions for assistants written out clearly, with due dates.
12. Lead all classroom activities, behavioral management and give work instructions.
13. 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. Bachelor of Science in Education with a preference for Masters in Curriculum design and instruction.
2. Certifications required within 30 days of hire: CPR/AED & First Aid and New Employee Orientation. Redwoods trainings required prior to the start of employment.
3. Excellent interpersonal, communication, and problem solving skills.
4. Ability to relate and communicate effectively to diverse groups of people from all social and economic segments of the community.
5. Minimum age 18 preferred.
6. Meets educational and experience qualifications established by state law (*if the state sets requirements. The YMCA should establish minimum qualification standards if the state has no requirements*).
7. Previous experience working with children in a developmental setting preferred.
8. Ability to plan, organize and implement age-appropriate/developmentally appropriate program activities.

**JOB EXPECTATIONS:**

All employees are expected to act in a manner in line with the YMCA values and within the confines of the information listed above. Anyone found not acting in these manners will receive disciplinary measures up to and including verbal warnings, documented infractions, and/or termination.

**WORK ENVIRONMENT & PHYSICAL DEMANDS:**

- Visual, auditory, and verbal ability to communicate effectively.
- Must have high level of alertness, concentration, and initiative.
- Sufficient strength, agility, and mobility to perform job responsibilities.
- Ability to lift 50 lbs. and stand, walk, or sit for extended periods of time; occasionally stoop/bend.
- Maintain a neat and professional appearance at all times.

**SIGNATURE:**

I have reviewed and understand this job description.

\_\_\_\_\_  
Employee's name

\_\_\_\_\_  
Employee's signature

Today's date: \_\_\_\_\_