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YMCA OF NCO

Job Title: **Kinder Enrichment Lead Teacher**

Job Code:

Job Location:

FLSA Status: Full-time/Non-Exempt

Job Grade: L

Reports to: Site Coordinator - Lexington

Revision Date: 02/23/2022

POSITION SUMMARY:

Leads the operation of the Kinder Enrichment program. Duties include monitoring student attendance, safety, discipline and ensuring a safe, fun, enriching and developmentally appropriate environment for children, assisting with developing and implementing a balanced curriculum of educational, enrichment and recreational activities for children in the child care program including weekly lesson plans and preparation of materials maintaining compliance with State and local regulations, and promoting good relationships with parents and the school community.

ESSENTIAL FUNCTIONS:

- 1) Conduct daily processes and duties required for organizing and implementing the childcare activities including developing themes and creative activities, scheduling physical activities and games, planning healthy snacks and organizing inside/outside play to ensure a curriculum of varied and quality experiences for all children.
- 2) Develops the curriculum for program and activities including weekly lesson plans and daily Pre-K and Kinder Enrichment schedules.
- 3) Develop, maintain, and enforce site behavioral expectations of children and staff. In the absence of the site coordinator, supervise and maintain order of staff and students and report any problems to the Site Coordinator upon his/her return or, in the case of an emergency, notify the Site Coordinator immediately.
- 4) Communicate with parents, staff, and Site Coordinator regarding child or program issues. Record attendance and follow program guidelines regarding absent children if the child is expected to attend Childcare or Kinder Enrichment on any given day.
- 5) Know and ensure staff compliance with Ohio Department of Job & Family Services (ODJFS), Richland County Health Department and school district rules and regulations.
- 6) Administer minor first aid and medication
- 7) Logs medical, behavioral, and emergency incidents in compliance with ODJFS.
- 8) Use organized methods for tracking children and checking children in and out of the program.
- 9) Perform other duties as assigned.

YMCA COMPETENCIES (Leader):

Mission Advancement: Accepts and demonstrates the Y's 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. Bachelors degree in Early Childhood Education preferred. A CPL 3 or equivalent is required.
2. At least 18 years of age (*The age minimum may be higher depending on state law*).
3. CPR, First Aid, AED certifications and Child Abuse prevention training within 30 days of hire date.
4. 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.

PHYSICAL DEMANDS:

1. The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job.
2. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
3. While performing the duties of this job, the employee is regularly required to stand, walk, talk or hear.
4. The employee is occasionally required to sit in low chairs as well as on the floor to interact with the children.
5. The employee must occasionally lift and or move up to 25 pounds.

AGREEMENT:

This job description is not an expressed or implied contract. The Mansfield YMCA reserves the right to change this job description as necessary. Having read and understood my job description, expected work schedule, and rate of compensation, I accept the position of the Kinder Enrichment Lead Teacher for the Mansfield Area Y.

Lead Teacher signature

Date

Lexington Site Coordinator signature

Date