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YMCA OF LANSING JOB POSTING

Lead Preschool Teacher

General Function: Under the direction of the Preschool Coordinator, the lead teacher is responsible for the supervision and management of all aspects of the preschool classroom at the Parkwood YMCA.

Job Requirements:

- A minimum of a CDA or Associates Degree in Early Childhood Education and/or child development credits with combined experience.
- 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.
- Outgoing, friendly, and enthusiastic personality.

Position Responsibilities:

1. Plan both long and short range activities in accordance with curriculum objectives, developmentally appropriate practice and program philosophy.
2. Meet the emotional, social, physical and cognitive needs of each child.
3. Encourage assistants to contribute to curriculum planning.
4. Prepare monthly plan charts
5. Complete bi-annual assessment of children's development
6. Report progress of children to parents in bi-annual reports and through parent-teacher conferences.
7. Maintain daily open communications with parents.
8. Keep accident reports.
9. Maintain confidentiality.
10. Arrange a classroom environment in accordance to program goals and philosophy.
11. Maintain a safe and healthy environment.
12. Supervise assistants, aids and volunteers in the classroom.
13. Keep all appropriate records and meet all applicable licensing regulations.
14. Maintain a neat, attractive, stimulating, and safe environment conducive to learning
15. Assist in the Annual Campaign as needed.
16. 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 30 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 max of 28 hours a week, \$9.25/hr

Include: Cover letter, resume, and three references

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