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RYE YMCA JOB POSTING

Job Title: **Head Teacher (Toddlers)** – FT

Job Code: 507201 (WJC)

FLSA Status: Full-time - Non-Exempt

Reports to: Sr. Director Childcare

POSITION SUMMARY:

The Head Childcare Teacher for Toddlers is primarily responsible for directing all aspects of classroom curriculum and program activities including but not limited to planning, supervising and implementing classroom in accordance with the goals and policies of the YMCA. Provide supervision and guidance to assistant teachers in the classroom as well supporting growth and nurturing of children in the program by meeting individual developmental needs. Staff schedules are set annually per the staff contract but are subject to change based on the needs of the school.

ESSENTIAL FUNCTIONS:

- Responsible for the appearance of the classroom (i.e. cleanliness, reporting maintenance requests)
- Maintain quality of the program (i.e. managing supplies, equipment and general housekeeping in the classroom).
- Effectively communicate with classroom parents verbally, in writing or via e-mail in a timely manner. (i.e. conferences, monthly recaps, weekly e-mails, daily correspondences).
- Complete fall, winter and end-of-the-year student evaluations.
- Develop and plan a creative learning environment by offering center choices and activities per the curriculum guidelines set for each month.
- Ensure a safe and conducive environment for learning for children.
- Always speak with the children, parents and other staff in an appropriate manner.
- Always participate in activities and communicate with the children at their level and be a positive role model.
- Maintain a professional attitude, following the philosophy of the Rye YMCA and modeling the Character Development values of caring, honesty, respect and responsibility.
- Attend all staff meetings and recommended training programs and conferences; complying with OCFS requirements.
- Accompany the class to daily music, gymnastics and sport classes as well as to the bathroom and to the playground.
- Responsible for changing diapers and logging it on required forms by OCFS as well as assisting families with toilet training.
- Keep accurate documentation of children's attendance, absences, and excessive lateness of children in compliance with state requirements. Monitor parents' sign-in/out daily with their initials and time of arrival in the sign-in/out book.
- Always maintain teacher to child ratios while in the classroom area and YMCA areas.
- Maintain confidentiality about personnel as well as personal issues.
- For your own protection of both the teachers and students, teachers should never be in an enclosed area without windows alone with children. Rule of 3.
- Maintain & post updated monthly snack calendars.

- Create a warm, friendly and safe atmosphere in which families can grow ensuring a quality Program that reflects a positive image of the Rye YMCA and its services to the community.
- Serve as an ambassador of the YMCA. Exemplify the four-character values of Caring, Honesty, Respect and Responsibility with students, members, staff and the general public.
- Promote confidence and enthusiasm.
- Carry out disciplinary action in accordance with the Disciplinary Policy in the Staff Manual. Execute and enforce all safety regulations policies and procedures, including those for the prevention of child abuse, neglect and proper reporting procedures.
- Assume any other duties as directed by the Child Care Director.
- Abide by all requirements in the Staff Contract for the duration of the school year.
- Follow all policies and procedure as sets forth in the Rye YMCA employee handbook, the Childcare Staff handbook.
- Actively participates in and upholds the YMCA's mission to be open and accessible to everyone, regardless of financial situation or special need.
- Help build awareness the YMCA is a charitable organization.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and or ability required. Reasonable accommodations may be made to enable individual with disabilities to perform the essential; functions.

- Must have a bachelor's degree in Early Childhood Education or 12 credits in Early Childhood Education, CDA Credential in Infant/ Toddler or is in pursuit.
- Must be 18 years of age and have knowledge of the YMCA mission as well as operations
- Excellent communication, conflict resolution and human relations skills are essential.
- Possess sufficient visual and auditory acuity to respond to emergency situations in a timely manner during high activity.
- Complete CPR, First Aid and Epi-Pen training.
- Provide documentation of a physical examination every 24 months and a TB Tine Test upon hire.
- Must receive clearance from OCFS by submitting documents to Childcare Director in Timely manner.

HOURLY WAGE RANGE: \$21.00 - \$25.00 (depending on skills/education/years of experience)

WORK SCHEDULE: Monday – Thursday 7:30am – 4:30pm
Friday 7:30am – 4pm