



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

FAMILY YMCA OF BLACK HAWK COUNTY POSITION ANNOUNCEMENT

Job Title: **Early Learning Center Lead Teacher**

FLSA Status: Non-Exempt

Reports Directly to: Director of Early Learning Center/ Senior Director Youth Development

Position: Part-Time/ Full-Time (25-40 hours per week)

Wage Rate: \$11.00-\$14.00

POSITION SUMMARY:

This position supports the work of the Y, a leading nonprofit, charitable organization committed to strengthening community through youth development, healthy living and social responsibility. Family YMCA of Black Hawk County's Early Learning Center (ELC) is seeking Lead Teachers who has a love for working with children, ages 6 weeks to 5-years-old. You must be outgoing, motivated, compassionate, patient, creative, playful, and dependable. Under the direction of the Early Learning Center Director, the Lead Teacher is responsible for carrying out the day to day classroom operations. Classroom teachers will be responsible for planning, leading program activities, conducting assessments with children through observation, snack and meal service, and communicating effectively with the children, their parents, YMCA/Head start personnel, and the center guest when needed. Teachers will also work cooperatively with the Early Learning Center Director to provide day to day guidance and oversight to the Assistant Teachers.

OUR CULTURE:

Our mission and core values are brought to life by our culture. In the Y, we strive to live our cause of strengthening communities with purpose and intentionality every day. **We are welcoming:** we are open to all. We are a place where you can belong and become. **We are genuine:** we value you and embrace your individuality. **We are hopeful:** we believe in you and your potential to become a catalyst in the world. **We are nurturing:** we support you in your journey to develop your full potential. **We are determined:** above all else, we are on a relentless quest to make our community stronger beginning with you.

ESSENTIAL FUNCTIONS:

1. Designs and implements dynamic age appropriate curriculum and lesson plans to meet the social, emotional, physical, and cognitive needs of the children in your care.
2. Responsible for classroom management, organization, materials and day to day operations including state licensing requirements and program records.
3. Train, coach and lead all assistant teachers in designed classroom. Maintaining communication with Early Learning Center Director to provide additional training support to assistant staff.
4. Collaborate with Early learning Center Director on assistant teacher's progress during performance reviews.
5. Maintain a professional attitude and be a team player.
6. Assists in making ongoing, systematic observations and evaluations of each child.
7. Communicate and partner with all parents and guardians to create the best plan for individual learning and growth
8. Develop and maintain positive relationship with the children, families, staff, Head start, state licensing authorities and community partners
9. Conduct home visits and conferences in tandem with head start family support worker
10. Attend and participate in family nights, program activities, staff meetings, and staff training. Support and participate in YMCA community events and fundraising efforts.
11. Abide by all policies and procedures in place for DHS, CACFP, and Family YMCA compliances.

12. Support the mission of the YMCA and incorporate the YMCA character development values including Care, Honesty, Respect, and Responsibility in our daily routine while working with children, parents, and staff.
13. Perform all other duties assigned by the Director.
14. Cultivate positive relationships, conduct parent conferences, and maintain effective communication with parents. Serve as primary liaison between parents, school site, and the YMCA. **This includes but is not limited to checking site emails, site phone voice messages, weekly updates to families regarding upcoming events and need to know information/ uploading of pictures and announcements** to our YMCA youth development page/group.

QUALIFICATIONS:

- Applicants must have minimum of a Child Development Associate Credential (CDA), Early Childhood Associates
 - (Candidates in progress of a CDA and willingness to complete within 3 months of hire may also be considered)
- Early Childhood Education or related human service field-related degree preferred to be considered for this position.
- Minimum 1 year experience working with youth. Experience in an early childhood center or licensed childcare program is preferred. (volunteer experience and all youth program experience will be considered)
- Clear Criminal Background check.
- Ability to relate effectively to diverse groups of children and individuals from all social and economic segments of the community.
- Basic Computer Competencies
- Completion of Required Certifications

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.
- Staff must successfully complete Mandatory reporter, blood borne pathogens, **CPR/First Aid within 12 hours of childcare essential training the first 30 days of employment and complete other YMCA new employee's orientation trainings within 90 days of employment.**
- While performing the duties of this job, the employee is regularly required to use a computer for extended periods of time and be able to communicate using a computer and phone/smart device. The employee frequently is required to sit and reach, and must be able to move around the work environment.
- The employee may occasionally lift and/or move up to 40 pounds.
- Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust.
- The noise level in the work environment can range from quiet to noisy, but is usually moderate. Staff will have periods of standing and sitting while engaging with children within indoor/outdoor space.

TO APPLY:

Please submit your cover letter, resume and three references to:

Courtney Ronan
Early Learning Center Director Black Hawk County YMCA
669 South Hackett Road, Waterloo, IA 50701
cronan@blackhawkymca.org
For questions please call: 319-233-3531