



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

**YMCA of Greater Syracuse  
Job Posting**

---

<b>Job Title:</b> Preschool Lead Teacher	<b>Reports To:</b> Sr. Program Director Child Care
<b>FLSA:</b> Non-exempt – Part-time	<b>Branch:</b> East Area Family YMCA
<b>Work Schedule:</b> Monday – Friday; 2:30pm to 6pm	<b>Work Location:</b> Immaculate Conception
<b>Dates:</b> September – June – Program follows the Fayetteville Manlius School District calendar	

---

\*Flexible Schedule to include ½ days, snow days and vacation days Program follows the FM School District Calendar

**A Career with a Cause:**

At the Y, strengthening community is our cause. Our mission is to put Christian principles into practice through programs that build healthy spirit, mind and body for all. We focus our work in three key areas, youth development, healthy living and social responsibility. We are committed to this cause because a strong community can only be achieved when we invest in our kids, our health and our neighbors.

**General Functions:**

Under the direction of the Sr. Program Director Child Care, the Preschool Lead Teacher is responsible for the delivery of a safe and developmentally high quality educational experience for the children in the program and in accordance with all relevant state, federal and YMCA regulations. The incumbent must implement weekly lesson plans that support the curriculum and developmental levels of the students. All decisions must be guided by the goals of the NYS Preschool Program and YMCA. Employment is contingent upon the incumbent clearing all NYS Office of Children and Family Services (OCFS) licensing requirements; these requirements include fingerprinting, background screening and clearance on the State Central Register (SCR) and Statewide Central Register of Child Abuse and Maltreatment (SCL) within the first 30-days of employment. Prior to being assigned to their position, the incumbent is required to complete an initial medical statement and tuberculin test. If the incumbent previously worked in a Child/Day Care setting, a prior medical statement and tuberculin test may be accepted if dated within 12-months preceding the date of the application.

**Responsibilities/Duties/Functions/Tasks:**

The essential functions of this position include, but are not limited to the following:

- Plan, organize, and lead all daily preschool program activities including academic, physical, and social opportunities. Lesson plans must be posted for parents and readily available for substitute staff.
- Familiarize oneself with the YMCA Preschool and Highscope Curriculum Objectives and consider these objectives throughout the planning and leading of all activities.
- Report to the program ready to work at designated times and prepared to stay until all of the children have left.
- Provide a safe, healthy, moral, and fun environment for all children, supervising children at all times.
- Provide a positive role model for the children in the program. This includes actions, speech, and attire of all staff.
- Foster within the program participants the growth of the four YMCA character values of respect, responsibility, caring, & honesty. To also foster the growth of skills in team-building, good sportsmanship, friendship, and pride in doing one's best.
- Provide a nutritious daily snack appropriate in proportion and content for the age group. To incorporate a snack menu into the daily lesson plans.
- Complete incident reports for all injuries or illnesses requiring first aid. To discuss these incidents with parents and obtain a parent signature on the form. Turn all accident reports in to the Sr. Program Director Child Care.
- Maintain records of daily and monthly attendance ensuring that all parents are signing in/out and to turn these in by the 5<sup>th</sup> of each month.
- Be responsible for completing and maintaining all participant files.
- Conduct and maintain records of monthly fire drills and daily health checks as required.
- Manage petty cash allotment and receipts of program activity and snack items purchased for the program. Turn in monthly petty cash report to the Sr. Program Director Child Care.
- Create and lead one Community Service Project per quarter. A record of each project shall be completed and turned in to the Sr. Program Director Child Care.
- Plan and lead an annual Preschool Family Picnic in June; engage families throughout the year through parent-teacher conferences, special events, and an open door policy.
- Write and distribute a monthly newsletter that communicates the month's activities, requested supplies, birthdays, Character Counts Corner, scheduled days off, etc.
- Supervise all Assistant Teachers and meet monthly to plan and prepare for activities. This includes the sharing of duties and responsibilities as well as offering both positive and constructive feedback.
- Maintain a positive, open relationship with all staff, parents, and program participants. Any issues/concerns should be reported to the Sr. Program Director Child Care.

Preschool Lead Teacher, Job Posting

May 16, 2018

Page 1 of 3

- Attend all scheduled monthly staff meetings and trainings/workshops.
- Meet monthly with the Sr. Program Director Child Care and other Preschool Teachers to discuss program ideas, concerns, events, etc.
- Assist School Age Child Care with their Snow Day & Vacation Camp program when school is closed due to inclement weather or scheduled school breaks.
- Complete a minimum of 30 hours of training every 2 years with the first fifteen hours being received within the first 6 months of employment as required by the NYS Office of Children and Family Services.
- Be responsible for maintaining the program space including the general cleanliness/organization of the space, daily trash removal, mopping and communicating any necessary repairs to the Sr. Program Director Child Care.
- Co-organize and lead both Spring & Fall Preschool Open Houses.
- All other duties as assigned by the Supervisor.

**Experience and Education:**

Education	AND	Experience
Associate's degree in Early Childhood, Child development, or related field	AND	No additional experience necessary
OR		
Child Development Associate Credential <u>Or</u> Other Office-recognized credential specific to the preschool development period	AND	One year experience related to caring for children
OR		
9 college credits in Early Childhood, Child Development or a related field, with a plan of study leading to a: <ul style="list-style-type: none"> <li>• Child Development Associate credential;</li> <li><u>Or</u></li> <li>• Associate's Degree in Early Childhood, Child Development, or a related field</li> </ul>	AND	Two years' experience related to caring for children
In addition to the above, preferred knowledge of and experience working with diverse populations (language, culture, race, physical abilities).		

**Qualifications:**

- The incumbent must have proficient knowledge in child development and early education theories and practices and safe and appropriate activities for children.
- Excellent organizational and communications skills both verbal and written are essential to the success of this position.
- Must demonstrate excellent teaching and decision making skills.
- Brings to this position maturity, responsibility and a sincere interest in working with people.
- Possess a general knowledge and understanding of YMCA, its goals, and its mission.
- Possess knowledge of various resources for programming ideas and the skills to utilize that information in program implementation.
- Possess knowledge of age appropriate activities and expectations of early childhood including ages 2 to 6.
- Proficient computer skills.
- Possess cultural awareness and sensitivity to children's needs.
- Be able to build esteem while ensuring a safe and secure environment.

**NYS Office of Children and Family Services Requirements:**

- Prior to assignment to initial position, the incumbent will:
  - Complete an initial medical statement and tuberculin test providing satisfactory evidence that they are physically fit to provide child day care.
- Within the first 30-days of employment, the incumbent will:
  - Undergo fingerprint and background screening as mandated by the NYS OCFS.
  - Obtain clearance on the State Central Register (SCR) and Statewide Central Register of Child Abuse and Maltreatment (SCL).

**Trainings & Certifications:**

- Must complete online Bloodborne Pathogens and Employee Safety Training prior to assignment to initial position.
- Must hold CPR, AED, and 02 (First Aid may be required at some branches) certifications or successfully complete no later than 30-days after employment begins.
- Must attend and complete Youth Protection within the first 60 days of employment.
- Must attend Medication Administration Training within the first 90 days of employment.
- Must complete online Hazard Communication training within the first 90 days of employment.

**Core Competencies:**

- Supports the Mission, Vision and Direction of the YMCA: Understands and supports the mission of the YMCA; displays the YMCA values; displays flexibility and accepts changes; is willing to try new methods and make suggestions; shows a strong commitment to the YMCA; conveys enthusiasm for the YMCA and his/her work.
- Builds Community: Understands and embraces the role of volunteers; helps members and participants make connections to others and to the YMCA; practices effective relationship-building techniques; supports the role of fund-raising in achieving the YMCA mission.
- Provides a Quality Experience for Members, Participants, Internal Customer and Other: Possesses the ability to deliver outstanding experiences for members, participants, internal customers and others; builds warm and supportive relationships; consistently greets and assists everyone in a positive way; strives to provide service that will exceed expectations; responds to concerns and complaints in a way that makes each person feel valued; initiates action for prompt resolution; looks for better ways to serve in involve members, participants, internal customers and others.
- Works Productively: Demonstrates responsible actions; consistently performs duties in a safe and conscientious manner within the agreed upon timeframe; follows standards, policies and procedures; is reliable and consistently punctual; actively participates in staff meetings, required trainings, and other work related activities; uses good judgment; uses YMCA resources appropriately and efficiently.
- Uses Effective Personal Behaviors/Communicates Effectively: Treats everyone with courtesy, respect and consideration; displays integrity; listens actively and genuinely; communicates in a clear and pleasant manner; embraces differences among people; demonstrates an active willingness to learn and grow; accepts constructive criticism; works cooperatively as a team member.

**Effect on End Results:**

This position strongly impacts the effectiveness with which the YMCA accomplishes its mission. Children and families will experience a high quality preschool program. Children will be supervised at all times. Staff will comply with all rules and regulations of the YMCA.

1. Strong relationships with parents and strong community image.
2. The program runs safe and age-appropriate activities that combine academic, physical, and social development of children.
3. High performing staff team with high rates of retention.

**Physical Demands:**

On occasion ability to lift and carry children and equipment, may spend time sitting on the floor or child sized furniture. Frequently stand, sit, walk, talk, hear, type, run, jump, kick, catch, throw, climb, kneel, bend, reach, balance, crouch or crawl, climb and/or balance, reach with hands and arms, handle or feel, stoop, lift/move and carry approximately 35 pounds, and use hands and fingers. Special vision abilities required: distance, peripheral, depth perception and ability to adjust focus.

**Work Environment:**

Duties are performed in a childcare setting; at times childcare employees may be exposed to undesirable working conditions, communicable infectious diseases, and the risk of injury from children. All childcare employees are required to follow the preventive health policies of the Center at all times. The employee will be working in a busy and occasionally noisy environment. There will be a number of activities and situations happening at once, and the Preschool Teacher will have to supervise all children at all times.

**Americans with Disabilities Specifications:**

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.

**How to Apply:**

Interested candidates should respond to Courtney Welsh, SACC Director at (315) 637-2025, ext. 215 or email their application to [cwelsh@syracuseymca.org](mailto:cwelsh@syracuseymca.org), or Laura Lipari, Human Resources Coordinator at (315) 47-6851, ext. 356 or email their application to [llipari@syracuseymca.org](mailto:llipari@syracuseymca.org), no later than May 30, 2018.

The YMCA of Greater Syracuse reserves the right to interview only those internal candidates that based on their qualifications, experience and background meets the requirements of the job vacancy.