

YWCA of Charleston
Mel Wolf Child Development Center
Job Description

JOB TITLE: Lead Teacher

JOB PURPOSE: to direct all activities in a childcare classroom and develops programs and activities appropriate for the learning and social needs of each child, taking into account the particular strengths and weaknesses that each child may possess.

ACCOUNTABILITY: reports to the Assistant Director

STATUS: Non-exempt

DUTIES AND RESPONSIBILITIES:

1. Develop and carry out a curriculum emphasizing age-appropriate activities to help children learn and develop
2. Develop a schedule and structure in the room that promotes positive interactions with children, guides and directs their behavior, and reduces or eliminates the need for reactive behavior intervention
3. Provide behavior intervention, as needed, without recourse to physical or emotional punishment
4. Provide guidance and supervision to assistant teachers, teacher aides, interns and volunteers to assure that they know when and how to seek appropriate direction or assistance for routine or non-routine/emergency situations
5. Develop positive relationships with parents and encourage them to be involved in their child's care
6. Be able to explain all center policies to current and potential parents
7. Conduct two (2) parent conferences per year
8. Complete assessments on children as determined by the schedule
9. Monitor classroom configuration, staff practices and children's behavior to assure that State child care licensing standards are met at all times, including standards related to health and safety
10. Train new staff to comply with policies and procedures of the individual classroom and general childcare practices
11. Attend staff meetings and training sessions as assigned
12. Maintain an organized and clean environment including classroom cleaning,
13. Supervise administrative activities in the room, including, but not limited to:
 - a. Assisting parents with signing each child in and insuring that it is done correctly
 - b. Keeping information sheets current and in good order, and assuring that all staff know where information sheets are kept

- c. Informing staff members of new policies and seeing that they are carried out
 - d. Maintaining first aid kits and updating them as needed
 - e. Dispensing medication as directed by the parents and/or the child's physician, and making sure that medication request forms are completed correctly
 - f. Maintaining appropriate records for each child
 - g. Ensuring that the room, toys, and equipment are kept clean and in good order
 - h. Inspecting equipment regularly for safety purposes and making requests for repairs to equipment in a timely manner
 - i. Making sure that health and safety routines are carried out at all times
14. Provide required documentation to the Center within 30 days to employment to satisfy STARS career pathway
 15. Other duties as assigned

QUALIFICATIONS:

1. High school diploma or equivalent
2. Child Apprenticeship Certificate CDA or ACDS certification or college/vocational courses in early development
3. Two years experience working in a child care setting
4. Knowledge and ability to meet the requirements of the State child care licensing standards
5. Visual acuity to permit routine assessment of children, observation of child and staff conduct, and to allow development and use of materials, to create a "print rich" environment that includes daily age-appropriate reading and literature activities
6. Auditory acuity sufficient to monitor classroom activity and to engage in meaningful communication with children, parents and staff
7. Expressive communication skills to enable clear guidance to children and staff during routine and emergent situations
8. Must meet health requirements established by state licensing standards
9. Must pass criminal background check

PHYSICAL DEMANDS/WORKING ENVIRONMENT:

Regularly required to:

- Stand/walk for long periods of time without a break
- Remain seated in a normal position for up to half the workday
- Stoop, kneel, crouch, crawl
- Talk & hear; verbally express ideas, information, & instructions
- Have the ability to work around moderate noise
- Be exposed to possible hazardous airborne material
- Lift, pull, push, or carry up to fifty (50) pounds

Rarely required to:

- Be exposed to adverse weather conditions
- Be exposed to others that may have open cuts or wounds
- Climb ladders
- Lift, pull, push, or carry up to seventy-five (75) pounds

Revised: 10/2014