



## WALLA WALLA YMCA JOB DESCRIPTION

FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

Job Title: **Lead Preschool Teacher**  
Reports to: Preschool Supervisor

Open 1/6/22 until filled  
Full-Time, Non-Exempt

### POSITION SUMMARY:

This position supports the work of the Y, a leading nonprofit committed to strengthening community through youth development, healthy living and social responsibility. The Lead Preschool Teacher provides direction for the children in the classroom and implements program curriculum, ensuring a safe and structured environment for learning and developing.

### ESSENTIAL FUNCTIONS:

1. Leads group activities and collaborates with Preschool Supervisor to implement curriculum.
2. Helps maintain a safe, clean, well-organized and structured environment that meets Health codes, licensing and Y Standards.
3. Assists preschool children with daily needs (bathroom, lunch, swim, quiet/nap time, behavior etc.).
4. Entertains preschool children with songs, games, reading books, etc.
5. Supervises the children, classroom, and all activities including ADA accommodations. Follows all procedures and standards to ensure a safe environment.
6. Makes ongoing, systematic observations of programs for each child including evaluating compliance with Y standards, Washington administrative code and child abuse prevention standards. Communicates with families and Preschool Supervisor.
7. Supervises Assistant Preschool Teachers in the absence of the Preschool Supervisor.
8. Cultivates positive relationships and maintains effective communication with families and co-workers.
9. Communicate with Preschool Supervisor and families daily regarding preschool children.
10. Oversees health habits in the classroom, i.e. handwashing, toileting etc. Administers first aid as needed. Checks indoor and outdoor environment for safety hazards.
11. Understands and implements the Washington Administrative Code to ensure program compliance.
12. Maintains a professional image and exemplifies the core values of Caring, Honesty, Respect and Responsibility.
13. Maintains program site and equipment.
14. Maintains required program records, daily logs and checklists.
15. Attends and participates in family nights, program activities, staff meetings, and Y trainings, including STARS continuing education.
16. Provide positive behavior management to promote developmental asset building.
17. Models relationship-building skills and encourages leadership by example in all interactions utilizing the Y's core character values.
18. Nurtures children through purposeful programming dedicated to building achievement, belonging and relationships among youth and within families.
19. Responds to emergencies.
20. Performs other duties as assigned.

### YMCA COMPETENCIES (Leader):

*Mission Advancement:* Accepts and demonstrates the Ys values. Demonstrates a desire to serve others and fulfill community needs. Recruits volunteers and builds effective, supportive working relationships with them. Supports fund-raising.

**Collaboration:** Works effectively with people of different backgrounds, abilities, opinions, and perceptions. Builds rapport and relates well to others. Seeks first to understand the other person's point of view, and remains calm in challenging situations. Listens for understanding and meaning; speaks and writes effectively. Takes initiative to assist in developing others.

**Operational Effectiveness:** Makes sound judgments, and transfers learning from one situation to another. Embraces new approaches and discovers ideas to create a better member experience.

Establishes goals, clarifies tasks, plans work and actively participates in meetings. Follows budgeting policies and procedures, and reports all financial irregularities immediately. Strives to meet or exceed goals and deliver a high-value experience for members.

**Personal Growth:** Pursues self-development that enhances job performance. Demonstrates an openness to change, and seeks opportunities in the change process. Accurately assesses personal feelings, strengths and limitations and how they impact relationships. Has the functional and technical knowledge and skills required to perform well; uses best practices and demonstrates up-to-date knowledge and skills in technology.

### **EXPECTATIONS:**

1. Ensure the safety and well-being of each child by responding to their environment, social and physical needs.
2. Be warm, patient and nurturing with children.
3. Take initiative and be a positive role model.
4. Show flexibility within your position (includes substituting or assisting as needed).
5. Be customer service oriented and professional.
6. Provide excellent customer service.
7. Communicate well with children, coworkers and families.
8. Be prompt, committed, and passionate and show responsibility within your position.

### **QUALIFICATIONS:**

1. Must be 21 years of age or older.
2. High school graduate or equivalent in addition to one or more of the following:
  - a. Early Childhood Education Short Certificate.
  - b. 20 Early Childhood Education aligned college credits.
  - c. A current Child Development Associate (CDA) in addition to 8 ECE aligned college credits.
3. Possesses knowledge of child development and previous experience working with children in a childcare setting.
4. Have or committed to completing basic STARS training and ongoing training hours as required by law.
5. Have or committed to obtaining and maintaining current CPR, First Aid certifications and Food Handlers card.
6. Completes and maintains annual HIV/AIDS training, annual blood borne pathogens training and child abuse prevention training.
7. Criminal background clearance within Washington State standards-through MERIT account.
8. Have TB test as required under Washington Law.
9. Provides MMR vaccination record.
10. Ability to develop positive, authentic relationships with people of different ages and from different backgrounds.
11. Ability to plan, organize, and implement age appropriate and developmentally appropriate activities.
12. Understands the YMCA is a public accommodation committed to inclusion and compliance with the Americans with Disabilities Act (ADA).

### **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.

- While performing the duties of this job, the employee frequently is required to stand, carry children, bend, climb stairs, sit and reach during a portion of the day, and must be able to move around the environment.
- The employee must be able to lift and/or move up to 50 pounds.
- Sufficient strength, agility and mobility to perform essential functions and to supervise program activities in a wide variety of indoor and outdoor locations (depending upon the programs).
- Ability to plan, lead and participate in a range of activities in a variety of indoor and outdoor settings.
- Responds to emergencies throughout a multi-story building, remote locations, and varying terrain.

***The YMCA is an Equal Opportunity Employer committed to strengthening communities to effect lasting, meaningful change. The execution of our mission requires substantial engagement of our entire community and is only attainable when diversity and inclusion are core to our planning, programming, staffing, messaging, organizational structure and partnerships.***

***We are committed to recruiting, developing and retaining diverse talent from the entry level to the Executive level. We also understand the need to have systems in place and ongoing cultural competence training to ensure that all people feel a sense of belonging and safety in order to excel in their contribution. We aim to address the services we provide and the suppliers and community partnerships we seek and support through a diversity and inclusion lens. We will know that it is working when the most marginalized groups are thriving as an integral part of the organization.***