



## WALLA WALLA YMCA JOB DESCRIPTION

FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

**Job Title:** Lead Teacher - Toddler Classroom

**Wage:** \$20.00-\$22.00.00 hour DOE & DOQ

**Reports to:** Child Development Director

**Status:** Full Time / Non-Exempt

**Benefits:** Healthcare, Paid Time Off, Retirement, Child Care Discount, Membership, Other **Revised:** May 2025

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### 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 Teacher is responsible for planning, coordinating and implementing curriculum for the day-to-day operational activities in the classroom. The Lead Teacher must understand children's cognitive, social, emotional and physical development in order to ensure a safe and stimulating program environment where children are actively engaged and encouraged to succeed. The Lead Teacher must be skilled in communicating with both children and adults in order to meet the needs of the children, effectively guide early learning staff and resolve parental concerns. Serves in daily ratio of classroom.

### ESSENTIAL FUNCTIONS:

1. Plans, coordinates and implements curriculum and follows job list in the classroom as outlined by the Co-Lead Teacher and/or Director for our licensed early learning programs that serves children ages 1-3.
2. Helps maintain a safe, clean, well-organized and structured environment meeting Health Codes and Y Standards.
3. Assists children with daily needs (bathroom, lunch, swim, quiet/nap time, behavior etc.)
4. Entertains children with songs, games, activities, reading books, etc.
5. Supervises the children, classroom, and all activities including ADA accommodations where appropriate. Follows all procedures and standards providing a safe environment.
6. Cultivates positive relationships and maintains effective communication with families and co-workers.
7. Communicates with staff, lead teachers, assistant director & director of licensed programs.
8. Oversees health habits in the classroom, i.e. handwashing, bathroom, etc. Administers first aid as needed. Checks indoor and outdoor environment for safety hazards.
9. Understands and implements the Washington Administrative Code to ensure program compliance.
10. Helps maintain a professional image and reflects the core values of Caring, Honesty, Respect and Responsibility.
11. Helps maintain program site and equipment.
12. Helps maintain required program records, daily logs and check lists.
13. Attends and participates in family nights, program activities, staff meetings, and Y trainings, including STARS continuing education.
14. Provides positive behavior management to promote developmental asset building.
15. Models relationship-building skills and encourages leadership by example in all interactions utilizing the Y's core character values.
16. Nurtures children through purposeful programming dedicated to building achievement and belonging, and relationships among youth and within families.
17. Responds to emergencies.
18. Performs other duties as assigned.

### EXPECTATIONS:

1. Committed to Y's core values, child development and serving our community.
2. Dependable, patient, kind and nurturing with children.

**The Y: We're for youth development, healthy living, and social responsibility.**

3. Ensures the safety and well-being of each child by responding to their environment, social and physical needs.
4. Displays effective leadership and positive role model/authority in the classroom.
5. Flexible; shares duties and information; ensures classroom curriculum and daily structure.
6. Displays professional leadership. Innovative problem solver who collaborates with co-workers.
7. Communicates effectively with children, co-workers and families.
8. Adheres to all YMCA and Child Development Department policies, processes and procedures.

### **QUALIFICATIONS:**

- Must be 21 years of age or older.
- Must have a High School Diploma or GED.
- Must have a Degree in Education and possess or currently obtaining an Initial ECE Certificate & Short ECE Certificate by August 1, 2026 to meet the WAC 110-300-0100 requirement or have an exemption in the State Workforce Registry.
- Must successfully pass background clearance & fingerprinting per State Licensing Standards.
- Have TB Test and MMR Immunization as required under Washington Law.
- Within 30 days of hire complete: DCYF & YMCA online trainings, CPR/First Aid/ AED Certification.
- Have 3 years of experience working with any age group enrolled in any early learning program.
- Have knowledge of child development quality programming as evidenced by professional references, education, experience and on-the-job performance.
- Ability to plan, organize and implement age appropriate/ developmentally appropriate activities.
- Ability to relate effectively to diverse groups of people from all social and economic segments.

### **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 accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Frequently required to walk, stand, bend, squat, reach, climb stairs, occasionally sit and carry children while in program as well as moving around the environment. 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 outdoor/indoor settings.
- Respond to emergencies throughout a multi-story building, remote locations, and varying terrain.

***This position description does not include every duty required of the employee but serves as a general listing of expectations. This description does not constitute a contract for employment and may be changed at any time at the discretion of the employer.***

***The YMCA is an Equal Opportunity Employer committed to strengthening communities by connecting all people to their potential purpose and each other.***