



WALLA WALLA YMCA JOB DESCRIPTION

FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Job Title: Lead Preschool Teacher

Wage Range: \$19.00-\$23.00 hour DOE/DOQ

Reports to: Early Learning & Youth Engagement Director

Status: Full Time / Non-Exempt

Benefits: Health Care, Paid Time Off, Retirement, YMCA Membership, Other Discounts

Revised: April 2026

POSITION SUMMARY:

Under the direction of the Director, the Lead Teacher is responsible for supervising and managing a group of up to 17 children aged 3-5 in an engaging program environment year-round; contributing to their cognitive, social, emotional and physical development that encourages them to succeed. The Lead Teacher is responsible for ensuring compliance with regulations of childcare governing agencies and works collegially with classroom teaching team and other staff members of the Walla Walla YMCA. The Lead Teacher exemplifies the Y's commitment to professional and quality early learning and serves in ratio daily.

ESSENTIAL FUNCTIONS:

Child Development:

1. Develops and implements group and individual lesson plans and implements age-appropriate curriculum as approved by the Director and consistent with early learning development and kindergarten readiness goals to nurture and stimulate all aspects of a child's cognitive, social, emotional and physical development.
2. Plans and prepares early learning-based activities for a creative learning environment, ensuring advance preparation of needed materials and supplies.
3. Provides a developmentally appropriate classroom environment that reflects the children's learning and growth. Use the most current teaching techniques and resources to guide classroom environment and arrangement.
4. Devises activities that align with the Foundational Quality Standards for Early Learning: encourages both active physical play and quiet play activities; promotes imagination and creativity; promotes language development and literacy skills; encourages social skill development; promotes numeracy (counting and numbers) and spatial ability; encourages discovery and exploration; and promotes learning skills.
5. Provides continuous supervision of children to ensure their safety and welfare; observes the behavior and health of children continually throughout the period of attendance.
6. Ensures a safe, clean, well-organized and structured environment, both in the classroom, on the playfield and on the bus, meeting Health Codes and Y Standards. Follows all procedures and standards providing a safe environment.
7. Ensures good health habits followed by children in the classroom and at breaks and meal/snack time, i.e., handwashing, bathroom, etc.
8. Assists children with daily needs (bathroom, lunch, swim, quiet/nap time, snacks, behavior etc.)
9. Responds to incidents and accidents in accordance with First Aid training and in coordination with YMCA lifeguards.
10. Ensures timely and accurate filing of incident reports; works with families and the Center Director to promptly address the follow up needs of an ill or injured child.
11. Reports immediately any reasonable suspicion of child abuse to the Center Director.

Families and Staff Interactions:

1. Cultivates positive relationships with families; provides weekly communications about schedules and field trip plans through Class Dojo.
2. Prepares for and conducts parent meetings to provide feedback on each child's development and opportunities for at-home support of developmental goals
3. Provides positive, constructive suggestions about program activities & needs to the Center Director.
4. Ensures Y awareness of scheduled events in coordination with the Director, Marketing and other departments

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

General:

1. Understands and adheres to the WAC 110-300 Early Learning requirements; including ensuring completion of all required annual training or other certifications specified for a Lead Teacher in a licensed early learning center.
2. Participates in the Early Achievers program to ensure the quality of early learning programs at the Y.
3. Maintains a professional image at work.
5. Models the relationship-building and behavior management skills for aides and assistants.
6. Provides guidance and direction to classroom aides; ensures classroom aides are adhering to program guidelines & job requirements.
4. Maintains the required program records, daily logs and check lists.
5. Attends and participates in family nights, program activities, staff meetings.
6. Adheres to all policies set forth in the Y Employee Handbook.
7. Drive Y Bus as needed to transport children in program.
8. Performs other duties as assigned.

QUALIFICATIONS:

- Must be 18 years of age or older.
- Must have a High School Diploma or GED.
- Lead Teacher: Must possess Initial ECE Certificate & Short ECE Certificate or provide upon hire a demonstrated plan to complete educational requirement within 5 years of hire date.
- ECEAP Lead Teacher: Must possess AA or Higher Degree in ECE upon hire.
- Must successfully pass background clearance & fingerprinting.
- Must have current TB test and MMR Immunization.
- Must timely complete & maintain all MERIT & YMCA required training.
- Minimum 2 years of experience working as an Assistant or Lead Teacher in an ECE role.
- Experience with Creative Curriculum a plus.
- Must demonstrate an ability to plan, organize & implement age appropriate/developmentally appropriate activities.
- Must have good driving record to operate Y Bus.
- Bilingual in Spanish/English a plus.

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. Accompany children in the pool on swim days. 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.

SIGNATURE:

I have reviewed and understand this job description.

Employee's Name

Employee's Signature

Date

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