

Greater Carbondale YMCA

Early Learning Staff

TITLE: _____

DATE: _____

SUPERVISOR: _____

DEPARTMENT: _____

JOB REQUIREMENTS

Professional preparation as teacher of young children, especially in early childhood education and development, other acceptable fields include recreation, social work, program administration, psychology, and sociology. Must be sensitive to the needs of children, mature, and able to relate well to both children and adults. Must have a pleasing personality. Needs to possess the ability to provide leadership and sustainability in program continuity.

JOB RESPONSIBILITIES

1. Planning, supervision, and implementation of the program in accordance with the goals and policies of the YMCA concerning children's routine and progress.
2. Effective communication with parents.
3. Close coordination with staff on arrivals, departures, and absences of children.
4. Accurate documentation of attendance, absentees, and emergency information on each child.
5. Establishment of emergency procedures appropriate to the site and in conformity with procedures adopted by emergency service authorities to ensure safety of children.
6. Certification in Pediatric First Aid and CPR.
7. Maintenance of up-to-date records on all children enrolled in program.
8. Participate with holiday parties and/or functions that occur within the early learning department.
9. Responsible for ordered arrangement, appearance, décor, and learning environment of early learning site.
10. Planning and coordination of activities and curriculum that fit children's needs, interests and is age appropriate.

11. Accurate documentation on each child's progress in their setting.
12. Incorporation of the recommendations of the YMCA's design and implementation of the program.
13. Provide direction and guidance to staff and the program.
14. Work with site staff to produce a monthly curriculum, which aligns with Creative Curriculum, and activities to be turned in (1) week prior to the first of each month along with a list of supplies needed.
15. Obtain all paperwork that is required from the YMCA and DHS.

Specific Responsibilities

1. Report to the classroom (15) minutes before school.
2. Prepare all projects for class.
3. Do observations and evaluations on each child during the year.
4. Do mid-year and end-of-year evaluations to share with parents.
5. Participate in Parent/Teacher conferences 3 times a year.
6. Report all problems, incidents, and accidents to supervisor in writing the day it occurs
7. Pick classroom up after each session: running vacuum, sweeping floors/disinfect tables.
8. Prepare newsletter for parents with your supervisor.
9. Be available to substitute on an as needed base.
10. Attend monthly meeting for the Early Learning Department.

I understand and mutually accept that the above description represents our agreement as to the job which is to be performed.

Director _____

Childcare Staff

Executive Director _____

