

Job Description

Greater Carbondale YMCA Early Learning Staff

Job Requirements:

Early Learning Teachers are responsible for the care and education of a group of children as a part of a teaching team. Co-teachers plan and implement the curriculum and, with active participation of other members of the teaching team, works with families and assesses the needs of individual children.

Accountability:

The Early Learning Staff report to the Child Care Directors.

Salary Scale:

Early Learning teacher's salary is based on candidate's level of education and previous experience.

Responsibilities/Duties:

To establish and maintain a safe and healthy environment

1. Designs appropriate room arrangement to support the goals of the classroom
2. Implements a nutritious food program
3. Promotes healthy eating practices
4. Maintains a safe environment
5. Posts necessary information to ensure the safety and well-being of the children
6. Maintains an orderly learning environment
7. Reviews and implements DHS regulations

To advance physical and intellectual competence

1. Provides a balance between child-initiated activities
2. Provides a balance between quiet and active learning activities
3. Uses equipment and materials for indoor play that promote children's physical development
4. Involves children in planning and implementing learning activities
5. Provides an integrated curriculum that meets the needs of individual children
6. Plans and implements experiences that promote language and literacy development
7. Plans a monthly curriculum which aligns with Creative Curriculum and shown to the directors for approval.

To support social and emotional development and provide positive guidance

1. Plans and implements hands-on activities that develop positive self-esteem and social skills
2. Plans and implements culturally diverse experiences
3. Uses and promotes positive guidance techniques
4. Provides a wide variety of creative and expressive activities
5. Establishes routines with smooth transition periods
6. Communicates with children at their developmental level
7. Encourages children to be independent

To establish positive and productive relationships with families

1. Relates assessment information to parents and offers support for dealing with children at different developmental stages
2. Promotes communication with parents through daily progress notes, See-saw app, a monthly newsletter, and semi-annual parent conferences

To ensure a well-run, purposeful program responsive to participant needs

1. Assesses program supplies and materials needed prior to implementing activities and be prepared for the day with supplies needed
2. Provides directions and guidance to staff and the program
3. Maintains written plans on a weekly basis
4. Assesses children's needs and developmental progress on an ongoing basis
5. Uses results of assessments to plan activities

To maintain a commitment to professionalism

1. Promotes the center's philosophy and educational objectives
2. Supports the center's code of ethical conduct
3. Engages in ongoing staff development to improve personal and professional skills
4. Supports the professional growth and development of colleagues by sharing materials and information and providing helpful feedback and encouragement
5. Attends staff meetings, PD training as instructed by the Center Directors

Specific Responsibilities:

1. Accurate documentation of attendance, absentees, newsletters, and emergency information on each child
2. Certification in Pediatric First Aid and CPR
3. Incorporation of the recommendations of the YMCA's design and implementation of the program
4. Report to work on time, prepare all activities, lessons, and supplies prior to class
5. Conduct observations and evaluation on all children enrolled and share results with parents at conferences that are held 2 times a year
6. Report all problems, incidents, and accidents to directors when they occur along with incident reports
7. Clean up classroom, sweep floors, vacuum, disinfect tables before, after, and during meals, play, or when appropriate
8. Attend monthly meeting for child care department
9. Supervision of all children in care, develop card system, keep supervision board current throughout the day

Employee Signature

Date

Director Signature

Date