

JOB DESCRIPTION

POSITION: Preschool Teacher
LOCATION: Fremont Family YMCA
REPORTS TO: Kylie Brown – Senior Child Care Director
Kamrin Mauzey – Child Care Director

JOB SUMMARY:

Under the direction of the Child Care Directors, the Preschool Teacher is to help supervise and ensure the safety and well-being of the children at all times, being alert for the needs and/or problems of the children as individuals and as a group. The Preschool Teacher responsible for planning, implementing, and supervising a developmentally appropriate preschool program. This role requires creating a safe, nurturing, and stimulating environment where young children can grow and develop socially, emotionally, physically, and intellectually.

The incumbent must have an understanding of the Mission and the purpose of the Young Men's Christian Association. Ensuring that all activities coincide with the goals and Mission of the YMCA is essential.

QUALIFICATIONS:

To be employed as a Preschool Teacher, an individual must be at least 18 years of age and of good moral character.

**These qualifications are written in compliance with the State Regulations issued by the Department of Health and Human Services that became effective on May 20, 2013. These regulations are for any Preschool Teacher employed after this date. Preschool Teachers prior to this date have been qualified in accordance with previous regulations.

3-006.05 Teacher Qualifications:

3-006.05A Certificated Teachers: An individual who holds a valid Nebraska Teaching Certificate and who is employed as a staff member or used as a volunteer at a licensed child care center that is on the premises of an accredited or approved school will be considered to have met the qualifications, background checks, health information, and training requirements in these regulations.

3-006.05B Non-Certificated Teachers: To be employed as a teacher in a licensed child care center, an individual who is not a certificated teacher must be at least 18 years of age and of good moral character, and must meet one of the following requirements:

1. Hold a bachelor's degree from an accredited college or university in early childhood education, education or child/youth development;

2. Hold an associate degree from an accredited college or university in early childhood education, education or child/youth development;
3. Have a Child Development Associate Credential; or
4. Have a high school diploma or GED; and
 - a. 1500 verified clock hours of experience in organized group activities for young children as indicated by a positive reference from a former employer or supervisor; or
 - b. Submit a written plan for Department approval to acquire at least three credit hours or 45 clock hours of training in administration, early childhood education, education, or child/youth development, in a period not to exceed six months. The licensee must maintain a copy of the written plan and Department approval for Department review.

REQUIRED TRAININGS:

1. **3-006.09A Safety Training:** Teachers must complete training developed by the Early Childhood Training Center (ECTC) on Sudden Infant Death Syndrome (SIDS), safe sleep, shaken baby syndrome, and child abuse/neglect and reporting.
2. **3-006.09B Nebraska's Early Learning Guidelines Training:** Teachers must receive training in the domains of Nebraska's Early Childhood Learning Guidelines developed by the ECTC.
3. **3-006.10A Orientation:** When new staff or volunteers are employed, those individuals must be provided with orientation prior to their having direct responsibility for the care of children. Job duties and responsibilities;
 1. Infection control practices including proper hand washing techniques, personal hygiene, and disposal of infectious material;
 2. Information on abuse, neglect and sexual abuse of children and the state's reporting requirements;
 3. Child care center regulations;
 4. Evacuation plans in the event of fire;
 5. Safety plans in the event of a tornado;
 6. Emergency preparedness in the event of a natural or man-made disaster
 7. The center's method of interacting with children and discipline policies.
4. **3-006.10D Annual Training:** Each staff member, not including substitutes or volunteers, who provides direct care to children, must obtain a minimum of 12 clock hours of training annually. Staff who work 20 hours or less each week must obtain six clock hours of training annually.
5. **3-006.10E CPR and First Aid Training:** CPR training must be obtained from an entity that has been approved by the Nebraska Board of Emergency Medical Services. Certification must be maintained and current. The YMCA provides at no cost to its employees CPR and first Aid Training through the American Heart Association.
6. **YMCA Child Abuse Prevention Training:** Must be attended annually. The course is offered every year at the Y at no cost.

PRINCIPLE ACTIVITIES:

All items listed within this job description need to be done to fulfill the job of Preschool Teacher. The Preschool Teacher and the Supervisor will meet weekly on any questions or concerns that deal with curriculum, developmental milestones, and any other issues as needed. This person will also need to have the understanding and knowledge of preschool age child growth and development and have the ability to maintain a positive relationship with and between preschool and school age children, staff and parents. This person must have the ability and experience to initiate and coordinate designated programs as well as the skills and experience to implement and evaluate programs.

1. Hours of Preschool Teacher will be a minimum of 10 a.m. to 3:30 p.m. Any change in schedule will come from your supervisor. Hours may change according to Holidays, planning time, etc. Clock in and out at the designated time. In the event of an absence, it is the staff's responsibility to fill the position with a qualified sub. A complete lesson plan, with detailed instructions on the lesson plan and craft (craft should be completely ready to go), should be left for the sub.
2. Supervise children at all times, ensuring their safety and well-being. Be alert for the needs and/or problems of the children as individuals and as a group. Handle discipline promptly and in accordance with stated policy on discipline. Report to the director any cases of suspected child abuse or neglect, and any special needs or problems of individual children.
3. Develop and implement age-appropriate lesson plans that stimulate children's intellectual, physical, social, and emotional development. Use a variety of teaching techniques including modeling, observing, questioning, and reinforcing.
4. Incorporate a balance of indoor and outdoor activities, as well as structured and unstructured play. Develop and implement curriculum using daily lesson plans for preschool classes and special preschool programs. Evaluate the effectiveness of the lesson plans and make appropriate changes to maintain high-quality programs following Early Learning Guidelines and the YMCA preschool curriculum.
5. Preschool classes should be held in the designated classroom unless prior arrangements have been made and approved by the Director. This includes and is not limited to play areas, outside activities, gyms, etc. Curriculum for each week should be prepared at least, and no less than, two full weeks in advance and submitted to the Director. Any curriculum started, whether the idea of the teacher or aide, should be carried through and completed.
6. Maintain the general program areas keeping them clean, attractive, and free of danger for program participants. It is your responsibility to make sure the Preschool Room and all its

contents are clean and are in working condition. Turn the lights off when you leave the Preschool Room. Decorate the room with bulletin boards, pictures, children's artwork, and other hangings.

7. Check First Aid kits and keep stocked with all required elements.
8. Create and maintain a safe, clean, and engaging classroom environment. Establish and enforce rules for behavior and procedures for maintaining order. Foster a positive, inclusive, and respectful environment. Encourage children's independence and self-help skills.
9. Provide individualized instruction and attention to each child. Observe and evaluate each child's performance, behavior, social development, and physical health. Maintain accurate records of each child's progress and development. Maintain pre-school paperwork on a daily basis. All paperwork should be completed and returned to parents/participants before the close of the year. Communicate regularly with parents and guardians about their child's progress and any concerns. Write and send home regular parent newsletters, paperwork, and daily reports. Parent newsletters/notes all require pre-approval by the Director before submitting to parents.
10. Greet children and parents, foster open communication. Develop harmonious relationships with other staff members, leaders, members, and the public. Be familiar with and follow all State regulations issued by the Department of Health and Human Services of Nebraska and Y-Care policies.
11. Attend staff meetings, training sessions, and professional development workshops. Attend regular staff planning and evaluation meetings. Attend in-service workshops and support the YMCA events and programs when requested. Must obtain at least the minimum requirement of in-service hours each year. These hours are determined by the amount of hours worked per week. Keep current all required in-service and state paperwork and turn it in to the Director. Stay current with early childhood education best practices and standards.
12. Lunch will only last for 30 minutes.
13. Arrange for field trips through the Director. Prepare for an end of the year preschool graduation for both 3's and 4's-5's classes. Preschool graduation, performances, and events will need to be discussed with the Director for approval prior to practicing. Dates, times, and location will be determined by the Director. Monthly calendars must be maintained and pre-approved by the Director before submitting to parents.
14. Job assignments may be added or adjusted

EFFECT ON THE END RESULT:

The effectiveness of the incumbent's fulfillment of this position will be measured by:

1. Growth and nurturing of children in the program by meeting individual developmental needs.
2. Quality childcare program that reflects a positive image of the YMCA and its services to the community.
3. Creation of a warm, friendly, Christian atmosphere in which families can grow.

PHYSICAL DEMANDS:

1. While performing the duties of this position, the employee is frequently required to stand; walk; sit; bend; use hands and fingers, handle or feel objects, stoop, kneel, crouch or crawl; and talk and hear. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.
2. Work environment: While performing the duties of this job, this individual is occasionally exposed to wet and humid conditions, outdoor weather conditions and fumes or airborne particles.
3. The typical noise level in the work environment is moderate to loud.

JOB BENEFITS TO INCLUDE:

Fremont Family YMCA membership

Paychecks are available on the 15th and last day of the month

Professional development opportunities

YMCA MISSION:

God has given us the pathway through life and health through Jesus Christ and the Holy Scriptures. It is the mission of the Fremont Family YMCA to help put these Christian principles into practice through programs that help build healthy spirit, mind and body for all.

AGREEMENT:

I have read the job description and the principle activities and accept the terms of employment outlined for the Child Care Preschool Teacher position at the Fremont Family YMCA.

Preschool Teacher

Date

Program Director

Date

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