

**Sandusky County YMCA
STAFF JOB DESCRIPTION**

POSITION: Teacher

IMMEDIATE SUPERVISOR: Child Care Directors

GENERAL FUNCTION: Under the direct supervision of the Child Care Directors, teachers maintain daily classroom duties and meet educational needs for children in the center. Teachers are responsible for classrooms and their operations.

REQUIRED SKILLS AND BACKGROUND: This person must obtain full knowledge of state Child Care licensing requirements and previous experience working in a Child Care Center. Certifications required are:

- First Aid
- CPR
- Common Childhood Illnesses
- High School Diploma or GED
- An Associate's or Bachelor's Degree in E.C.E.

JOB SEGMENTS:

1. To assure that top quality care is provided
2. To assure that routines of activities are continuously monitored and implemented
3. Plan and implement lesson plans (must show directors weekly)
4. Testing of each student. This written evaluation includes assessment of fine and gross motor, cognitive, social and other skills.
5. Assure there is at least 20 minutes of gross motor time every day (gym, pool, outside play)
6. Maintain safe, clean and healthy guidelines
7. Interact with children in a positive manner
8. Know and follow licensing guidelines
9. Keep directors informed of classroom situations
10. Direct staff members in the room to ensure quality & staff time efficiency
11. Organize environment in a developmentally appropriate manner
12. Maintain attendance records on a daily basis
13. Maintain sign-in and out sheets
14. Help maintain center environment
15. Fulfill the necessary paperwork meeting job requirements
16. Maintain an appropriate attendance record for self
17. Maintain classroom ratios (preschool 1:12 & school age 1:18- when groups are combined use preschool ratio)
18. Remain flexible in times you are able to work (must work at least on night shift a week, or both)
19. Maintain children's records above and beyond licensing regulations
20. Positive interactions with parents/community (remembering to greet parents as they come and go)
21. Attend ALL staff meetings and trainings (required licensing trainings and specialized trainings)
22. Maintain a professional attitude and loyalty to center at all times
23. Hold parent/teacher conferences once during the school year (preschool only)
24. Any miscellaneous tasks assigned

SALARY RANGE: Part-time position