



Prescott YMCA Position Description

**FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

Position Title: Preschool Teacher
Reports To: Child care Director
Department: Child Care

General Function: Under the supervision of the Child Care Director the preschool teacher is responsible for the management, care and education of students in his/her classroom. Preschool teachers must follow Arizona State Department of Health Services Guidelines and establish policies set forth by the YMCA Board of Directors, Executive Director and the Child Care Department.

Know How:

A preschool teacher must meet the minimum teacher qualifications and experience as outlined (age 18, a high school diploma, and at least 6 months experience working with children) in the Arizona Department of Health Services licensing standards.
Must be CPR/First Aid Certified
Must complete required YMCA trainings
Must be able to write, and implement lesson plans for their classroom
Must have a temperament suitable for working with children
Must possess excellent verbal and written communication skills
Must perform administrative duties for student files and documentation as prescribed in the Arizona Department of Health Services

Principle Activities:

Manage a group of preschool age children
Assist the coordinator in other duties as assigned
Report accidents, incidents or other issues that arise to the Preschool Coordinator
Follow scheduled activities
Create and implement lesson plans daily
Assist children in extracurricular activities
Assist with classroom management during times of transition
Facilitate clean up in the classroom
Manage classroom space, keeping shelves cleaned and organized and work and play stations clean
Communicate with staff and families clearly regarding issues or expectation for the classroom
Follow preschool dress code
Post all documents as prescribed by the Arizona Department of Health Services
Greet parents and children as they enter the building- also greet parents and execute closing comments to children and families as they leave at the end of the day

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 accommodations may be made to enable individuals with disabilities to perform the essential functions.

Ability to plan, lead and participate in activities.

Ability to lift equipment, and to lift a small to average size child.

Related Items:

Work as a member of the Preschool team to accomplish programs that demonstrate the best interests of children and families in our program

Represent the YMCA in a professional manner and follow YMCA policies and procedures

Follow general standards of performance set forth for all YMCA employees

Demonstrate character values that embrace the core values of caring, honesty, respect, and responsibility

Effect on End Results:

This position has great affect on the overall program of the YMCA Preschool. The satisfaction of students and parents, the delivery of quality, safe programs, maintaining steady enrollment, and keeping with the YMCA mission and values will determine the end results. The financial success of the department may also be dependent on the outcome of the preschool program.

Preschool Teacher Signature

Date

Child Care Director Signature

Date

Updated 12/19/16

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

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