



Greater Valley YMCA

**Child Care Program
Job Description**

Position: Group Supervisor- Lead Teacher

Organizational Relationship:

Supervised by: Child Care Director or Designate

Supervisor of: Assistant Group Supervisors and Aides

Position Description: Under the direction of the Director, the Group Supervisor is responsible for the daily operations and maintenance of their room. Additionally, the Supervisor must comply with DHS Regulations, STARS Standards and YMCA Policies.

Duties and Responsibilities

Classroom

- 1. Under the direction of the Director, assist, design and evaluate a progressive, age-appropriate curriculum for school days, holidays, snow days, 1/2 days, early dismissals and delayed openings.**
- 2. Develop and implement clear rules for safety and mutual respect, age-appropriate discipline methods and a program that demonstrates knowledge of child development.**
- 3. Assist in managing the program by scheduling staff hours, assigning staff responsibilities, dispensing program information to staff and acting as a positive role model to staff.**
- 4. Organize and maintain a clean, safe, structured environment in which a child can develop as a "Whole", mentally, socially, emotionally and physically.**
- 5. Communicate regularly with Director, Assistant Group Supervisors, Aides and Parents.**
- 6. Utilize newsletters, notices, announcements, letters, bulletin boards, etc for communication purposes.**
- 7. Actively participate with children in all activities and during playtime.**
- 8. Actively supervise Assistant Group Supervisor, Aides and Children in all activities.**
- 9. Maintain accurate attendance records and emergency contact information.**
- 10. Knowledge of DHS Regulations. Organize and maintain an environment that meets all DHS Regulations and procedures.**
- 11. Organize, complete and update children's files for onsite and offsite trips.**
- 12. Meet program objectives as determined by Director.**
- 13. Be responsible for clean up and maintenance of toys, games, materials, etc. after each activity.**

14. **Communicate IMMEDIATELY any problems or concerns with the program, other staff, children or parents to the Director.**
15. **Respond immediately to correct any areas of concern.**
16. **Maintain confidentiality of information provided by parents, staff or administration.**
17. **Assist in emergency procedures including, but not limited to, fire, accident illness and facility malfunction.**
18. **Report IMMEDIATELY to the Director any evidence of child abuse including physical, mental, emotional and/or neglect.**
19. **Act as a positive role model to the children.**
20. **Conduct timely fire drills and record information monthly.**
21. **Organize and maintain a safe environment: report any hazards or needed repairs to the Director.**
22. **Maintain a good rapport with the YMCA Staff, Parents and Children.**

Other

1. **Attend planned YMCA functions and special events as requested.**
2. **Snow Days, Holidays, ½ Day, Early Dismissal and Delayed Openings: All staff is required to work their normal hours and/or help out with additional hours if available.**
3. **Attend a minimum of 24 hours of child development, education or related training per year, as required by DHS Regulations and Keystone STARS. All training's must be approved by Child Care Director.**
4. **Obtain certification in the following and maintain annually, or as needed: CPR, First Aid, Blood Borne Pathogen, Water Safety, Fire Safety, YMCA New Staff Orientation and Keystone STARS New Staff Orientation.**
5. **Attend staff meetings as per Director.**
6. **Perform other tasks as requested by Director.**
7. **Help coordinate fundraising projects.**

Physical Requirements

1. **Walking unaided.**
2. **Seeing written directions, including but not limited to, those on medication bottle, a medication roster and a parent's note with or without correction devices.**
3. **Hearing within normal range, with or without amplification.**
4. **Speaking for extended periods to convey information or detailed instruction to the children, parents or staff.**
5. **Participating in play activities, which may include, but not limited to, the following: standing, walking, stooping, kneeling, crouching, reaching, pushing, pulling and grasping.**

Working Conditions

The employee is in an environment protected from weather conditions but subject to some temperature change.

Contacts

Routine contact with other YMCA staff, parents, children, in person, by phone or a letter. Courtesy, Professionalism and tactfulness are required at all times.

Work Schedule

Program: _____

Hours: _____

Days: _____

Pay Rate: _____

Start Date: _____

90 Day Probationary Period Ends: _____

Yearly Evaluation Scheduled: _____

Qualifications

1. Must meet all DHS Licensing requirements.
2. Minimum: Associates Degree including 30 credit hours in Early Childhood Education, Child Development, Special Education, Elementary Education or the Human Service Field and 2 years experience working with children.

I fully understand the responsibilities of this position and have no questions in regards to the content of this job description.

Employee's Signature: _____

Date: _____

Child Care Director's Signature: _____

Date: _____