



JOB DESCRIPTION

TITLE	Lead Primary Teacher	REPORTS TO	Childcare Center Director
DEPARTMENT	Early Childcare	LOCATION	3000 S. Russell Street 2683A Palmer
WAGE	\$9.50-10/hr doe	CATEGORY	Non-exempt
HOURS	Vary, may work part-time or fulltime depending need of the center		
PROBATION	Subject to a 6-month introductory (probationary) period		

SUMMARY

The Childcare Center Teacher is responsible for organizing and leading daily activities of pre-kindergarten children. Oversees the program curriculum and environment providing a high quality, developmentally appropriate experience to meet the needs of the children and families in the program. Must be able to thrive in an environment with the unique challenges of a non-profit community service organization. Works with limited supervision.

RESPONSIBILITIES

Duties include but are not limited to:

- Plan age-appropriate activities for children
- Develop and implement lesson plans for classroom
- Help children remove outer garments and get settled
- Provide for and ensure the safety of the children in the program
- Care for the physical and emotional needs of each assigned child, using approved methods and philosophy
- Facilitate projects and activities for the children
- Keep classroom and all common areas clean and safe
- Keep daily classroom attendance records and food counts
- Report any supply needs and/or equipment damage to supervisor
- Help children develop responsibility for their environment and belongings, including but not limited to: habits of caring for own clothing, picking up and storing toys and books, etc
- Educate and enforce Child Care rules, policies, and State of Montana licensing regulations with parents, participants, and other staff
- Maintain positive child guidance
- Participates in preparation and serving food
- Regulate rest periods
- Ensure program safety and manage risk appropriately
- Perform other duties as assigned

QUALIFICATIONS

Education/Certification

- Required – Either two years' experience in a licensed facility, or a degree in Childhood Education, or an Associate's in Childhood Education, or a CDA, or a degree in Psychology
- Required – Must have current CPR and First Aid or obtain within first 30 days of employment

Experience

- Preferred – 1-2 years experience in child care or working with children

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Must be able to engage strangers in conversations and make all people feel welcome
- Must be able to maintain confidentiality
- Must be able to establish and maintain harmonious relationships with other staff members, leaders, volunteers, members, participants, parents and the general public
- Interpret and enforce all safety and health regulations
- Ability to respond to emergency situations
- Effective conflict resolution skills
- Ability to speak concisely and effectively communicate needs
- Versatility, flexibility, and a willingness to work enthusiastically within constantly changing priorities
- Ability to exercise sound judgment and handle conflicts in a timely and professional manner
- Must be able to occasionally work varied shifts dependant on events and staffing needs
- Must be able to work autonomously within the Y core values of Caring, Honesty, Respect and Responsibility
- Must be able to work with limited supervision

PHYSICAL REQUIREMENTS

- Must be able to meet minimum requirements and perform functions of the position with or without reasonable accommodation
- Must be able to communicate clearly to all children, parents, members and company personnel
- Ability to attend all trainings and meetings as required even if scheduled outside normal working or regular scheduled hours.
- Present a clean, well-groomed appearance
- Visual and auditory ability to respond to critical situations and physical ability to act swiftly in an emergency
- Ability to walk, stand, and sit for periods of time.
- Exposure to communicable diseases and bodily fluids.
- Occasionally must be able to lift and carry up to 55 pounds
- Frequently may require bending, leaning, kneeling, and walking

This job description is not to be used as the only reference for the position. It is to be used as a base guideline for defining one's role. Position requirements and responsibilities are constantly evolving and changing. Performance reviews and regular discussions will outline further expectations and goals of the position.