



**FOR YOUTH DEVELOPMENT®  
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## **YMCA OF GREATER ERIE -- JOB POSTING**

Job Title: **Early Head Start Supervisor, Downtown YMCA**

Job Code: Salaried

Status: Part-Time Plus

Reports to: Mona Free, Childcare Director

FLSA Status: Non- Exempt

Department: Childcare

Revision Date: 11/7/2018

Deadline for Resumes: **November 21, 2018**  
**Mona Free**  
**Email: [mfree@ymcaerie.org](mailto:mfree@ymcaerie.org)**  
**Fax: 814-459-4077**

### **OVERVIEW:**

The Early Head Start Lead Teacher must be professionally prepared and qualified to work with very young children and their families in a culturally relevant manner. They must have knowledge of infant/toddler development, Early Head Start requirements, and supervisory skills. They must be able to conduct themselves in a professional manner at all times.

### **ESSENTIAL FUNCTIONS OF JOB:**

- Planning and implementing all components into weekly and daily lesson plans in accordance with Early Head Start Performance Standards and the Early Head Start Act.
- Ensure that all Early Head Start component areas are included in planning of lessons and classroom/outdoor environment: physical, cognitive, social/emotional development; health; safety; nutrition; and culture.
- Supervise Teacher Assistant/Aide to assist in planning and implementation of program objectives.
- In collaboration with the Supervisor, and EHS Supervisor ensure that all developmental and health/sensory screenings are completed within 45 days of enrollment.
- In collaboration with the Supervisor and EHS Supervisor use appropriate observation and ongoing assessment, and tracking to ensure positive child outcomes.
- In collaboration with the Supervisor and EHS Supervisor, ensure referrals are processed as needed.
- Responsible for maintaining a safe, healthy classroom environment appropriate for infants/toddlers, and cleanliness of the facilities.
- Work in collaboration with families to develop individual goals for all children
- Gearing the program to the needs of individual children with concern for their developmental level, interests, special needs, special talents, and individual style and pace of learning.
- Treat children and families with dignity and respect.
- Help children develop social awareness appropriate for their age and developmental level.
- Conducting parent conferences and home visits to share information with families on all areas of their child's development
- Possess knowledge of the Early Head Start program and be able to communicate the information to families and community.
- Encourage and support family involvement in all aspects of the Early Head Start program.
- Attend all staff meetings, in-service trainings, and required trainings (CPR, First Aid, etc.) each school year.
- Actively participate in recommended trainings/classes for ongoing professional development and be able to share new information with staff.



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**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED BY POSITION:**

- Ability to assist and supervise infants/toddlers and ensure a safe learning environment including the ability to monitor and respond at all times in classroom and outdoor play areas. This includes the physical ability to move quickly, keeping in visual contact, and assesses situations with good judgment.
- Ability to help supervise, guide and facilitate learning for infants and toddlers.
- Ability to respond appropriately (both mentally and physically) to an emergency or a crisis situation.
- Ability to be a sensitive and mature individual who is able to relate well to infants, toddlers, and adults.
- Ability to provide professional leadership and stability for program continuity.
- Maintain program documentation in a timely manner as required by management and regulations.
- Follow chain of command for all conflict situations.
- Maintain confidentiality at all times.

**MINIMUM QUALIFICATIONS:**

- A current infant/toddler child development associate credential or willing to obtain one.
- First Aid/Infant and Child CPR required
- A physical exam on required form (Negative TB test) by employment date
- Communication skills: both verbal and written is necessary
- Attain Clearances. Background check to be conducted prior to employment date
- Pre-Employment drug testing to be administer prior to employment

**PHYSICAL REQUIREMENTS:**

- Must be able to lift and carry a child 20+ pounds
- Other Functional requirements
- Moderate lifting, 15-40 pounds, moderate carrying over 10 pounds and light carrying under 10 pounds, and occasional lifting up to 50 pounds
- Daily kneeling, stooping, bending and sitting on the floor to attend to children's needs.