



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

YMCA OF GREATER ERIE -- JOB POSTING

Job Title: **Pre-K Counts Teacher-Full Time, Eastside Family YMCA**

Job Code: Salaried

FLSA Status: Non- Exempt

Status: Full time

Department: Childcare

Reports to: Laureen Scully, Childcare Director

Revision Date: 11/7/2018

Deadline for Resumes: **November 16, 2018**
to Jill Simmons, VP of Youth Development
Email: jsimmons@ymcaerie.org
Fax: 814-456-6327

GENERAL FUNCTION:

Coordinate planning, development, and implementation of lesson plans and daily curriculum in the classroom. The lead teacher will work towards providing a program to foster the child's social, physical, spiritual and mental health.

KNOW HOW:

1. State Regulations—Chapters 3270 & 3300
2. To seek training in the Keystone STARS Rating Scale (ECERS)
3. Strong skills in working with children, parents, staff
4. Demonstrate subject matter competency for the core content that they teach.
5. Demonstrate proper classroom management techniques.

REQUIREMENTS:

1. Hold bachelors degree in early child hood education or higher.
2. Must hold a valid Pennsylvania teaching certificate in early childhood education.
3. Must maintain certificate by completing professional development to accumulate act 48 credits.
4. Must have at least 1 year experience working with children in a classroom.

JOB RESPONSIBILITIES:

1. Plan, develop, and implement daily lesson plans and classroom routine.
2. Guide the assistant teacher in planning, developing and implementing lesson plans.
3. Responsible for all daily record keeping and adherence to all state licensing requirements and Keystone Stars requirements.
4. Continuing professional development through community involvement, reading and further education.
5. Maintain daily open communication with parents and other staff.
6. Responsible for completing student assessments and gathering work samples for student portfolios.
7. Must be actively involved with the children and their learning during activities.
8. Responsible for daily maintenance of classroom environment.
9. Responsible for the safety of the children in the program at all times.
10. Writing a monthly newsletter to maintain open communication with the parents.
11. Attending parent/teacher conferences or parent/child events that are related to the program.
12. Perform all standard activities required of child care personnel. (See attached list)