



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## NAUGATUCK YMCA JOB DESCRIPTION

Job Title: **School Age Head Teacher**

Reports to: **School-Age Childcare Director**

FLSA Status: **Non-Exempt**

Revision Date: **1/19/2021**

Leadership Level: **Leader**

Primary Function/Department: **Youth Development**

### POSITION SUMMARY:

This position supports the work of the Y, a leading nonprofit, charitable organization committed to strengthening community through youth development, healthy living and social responsibility. The **School Age Head Teacher** at the Naugatuck YMCA plans, organizes and conducts a quality after school program for children 5 – 12 year olds, which promotes social, physical, emotional and cognitive development for each child.

### OUR CULTURE:

Our mission and core values are brought to life by our culture. In the Y, we strive to live our cause of strengthening communities with purpose and intentionality every day. **We are welcoming:** we are open to all. We are a place where you can belong and become. **We are genuine:** we value you and embrace your individuality. **We are hopeful:** we believe in you and your potential to become a catalyst in the world. **We are nurturing:** we support you in your journey to develop your full potential. **We are determined:** above all else, we are on a relentless quest to make our community stronger beginning with you.

### QUALIFICATIONS:

- Bachelor Degree in Early Childhood Education, Elementary Education, Child Development or 12 credits in Early Childhood Education and Head Teacher Certification
- Have a positive approach to discipline
- Possess a positive, creative and healthy attitude
- Within 90 days of hire, completion of Child Abuse Prevention, Working with Program Volunteers, CPR, First Aid, AED, medication administration, EPI pen and Bloodborne Pathogens training.
  - Must have a recent TB test and physical not more than 2 years old
  - Finger printing done by your local police department
- Ability to relate effectively to diverse groups of people from all social and economic segments of the community.

### ESSENTIAL FUNCTIONS:

- Assume responsibility for the health, safety and welfare of all children
- Plan, help facilitate, and participate in all activities with children
- Coordinate special events
- Keep proper written documentation for child related issues and concerns. Monitor progress and inform child care director or YMCA administration any significant issues related to staff, children, families and the center
- Evaluate staff at least once per year.
- Ensure that on site program meets and follow State of Connecticut license regulations. Publish individual monthly newsletters.
- Monitor children's files to be sure they are complete and accurate.
- Coordinate all supply orders based on budget plan.
- Implement YMCA Character Development into weekly plans
- Maintain standards of quality for all children and families
- Organize the designated program space to support children's socio-emotional development
- Keep program space clean, orderly, attractive and safe
- Maintain a positive rapport with parents by supporting their role as parents
- Attend staff meetings and trainings as scheduled
- Maintain staff /child ratios
- Update and maintain childcare files according to State License Regulations

Employee Initials: \_\_\_\_\_



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- Promote team oriented attitude.
- Supervise assistants and delegate responsibilities
- Be an exemplary role model
- Lead and train staff in carrying out daily center activities
- Keep accurate and clearly written records for monthly Nutrition Grant Report, if applicable
- Supervise and assist with children's homework
- Participate in weekly swim lessons with the children in the water.
- Lead, train and evaluate staff in carrying out daily center activities
- Inform child care director or YMCA administration any significant issues related to staff, children, families and the center
- Advocate for children and their families
- All other duties as assigned by supervisor

**LEADERSHIP COMPETENCIES:**

- Communication & Influence
- Developing Self & Others
- Program/project Management

**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.
- The employee needs sufficient strength, agility and mobility to perform essential functions and to supervise program activities in a wide variety of indoor and outdoor locations.
- While performing the duties of this job, the employee is regularly required to use a computer for extended periods of time and be able to communicate using a computer and phone/smart device.
- The employee frequently is required to sit and reach, and must be able to move around the work environment.
- Physical activities associated with position may require; climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, talking, hearing and engaging in repetitive motions
- Physical demands may include exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- Subject to activities in both environmental conditions, indoor and outdoor
- The employee must occasionally lift and/or move up to 30 pounds.
- Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust.
- The noise level in the work environment is usually moderate.
- Moderate exposure to infections.

**SIGNATURE:**

I have reviewed and understand this job description.

\_\_\_\_\_  
Employee's name

\_\_\_\_\_  
Employee's signature

Today's date: \_\_\_\_\_