

## **JOB DESCRIPTION**

**Position Title:** Lead Teacher  
**Center:** Preschool  
**Supervisor:** Preschool Director and Head Teacher  
**Compensation:** TBD (Based on Collaborative Contract with the State Of NJ- DOE)  
**Work Schedule:** Full Time  X  or Part Time       
**Time Period:** Permanent

**Purpose:** The YMCA of Paterson is a non-profit 501 (c)(3) organization, which promotes values through programs that build healthy spirit, mind, and body through educational, recreational, and residential programs for people of all ages. The primary purpose of the YMCA of Paterson has always been to serve youth and their families.

**JOB SUMMARY:** Responsible for assisting co-teacher with implementing all aspects of the classroom operations. Expected to work collaboratively and cooperatively with all persons in the preschool and YMCA Organization.

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### **Requirements:**

- **Communicate, teach, and model the YMCA of Paterson Values: Caring, Honesty, Respect, & Responsibility**
- **Communicate, teach, and model the YMCA Focus: Youth Development, Healthy Living, & Social Responsibility**
- **Follow and adhere to the YMCA of Paterson Policies and Procedures**

### **Qualifications:**

- BA/MA in Early Childhood or Related field
- P-3 Certification from the NJ Dept. of Education
- 2 years experience in Early Childhood.
- Able to work under supervision.
- Respectful and courteous with children, parents and staff.
- Good health confirmed by a physical examination. Includes the ability to lift 20 – 30 lbs.
- Fingerprint and criminal record check clearance by the State Department of N.J.

### **RESPONSIBILITIES:**

1. Implement Program Goals. Plan & implement weekly lesson plans along with Co or Assistant Teacher.
2. Provide a warm and safe environment that is organized, clear and inviting to children.
3. Establish and maintain good communication with parents through parent conferences & on a daily informal basis.
4. Observe, record and report significant individual & group behavior. Maintain all observational records and files relating to children overall development.
5. Follow discipline policy established by Program
6. Attend scheduled staff meeting & others deemed necessary by the Administrative Staff.
7. Maintain professional development hours annually and attend a professional conference yearly. (20 hours yearly)
8. Maintain a membership to a professional early childhood organization.
9. Must demonstrate and provide proof of your connection with the community served by the preschool.
10. Must understand and maintain the confidentiality of student records and knowledge of family information.
11. Must maintain an ECERS 5 classroom. (Early Childhood Environmental Rating Scale)

### **Limits of Authority:**

1. May take action without informing:
  - a. Change a scheduled daily activity; change room arrangement;

- b. Discipline child;
- c. Discuss child's activity with parent.
- 2. May take action but must inform:
  - a. Parent about sick child;
  - b. Leave the building with children
  
- 3. Must have prior commitment to :
  - a. Transfer child to another class;
  - b. Remove a staff person;
  - c. Release child to unauthorized person;
  - d. Take time off;
  - e. Refer parent to outside resources;
  - f. Change shift hours of staff or teacher

Job descriptions and specifications are no intended and should not be construed to be an exhaustive list of all responsibilities, skills or working conditions associated with the job. They are intended to be accurate reflection of the principle requirements