



# MARCO ISLAND YMCA

## JOB DESCRIPTION

Position Title: Early Learning Teacher  
Classification: F/T  
Date: May 7, 2019

Department: YD Employment  
Reports to: Youth Dev. Man  
Approved:

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### GENERAL FUNCTION:

The Early Learning Teacher has the primary responsibility for implementing a program to provide excellent educational opportunities and care for young children (aged 2-5 years). With the support and guidance of the Youth Development Manager, he/she will develop the curriculum to be used in the program. This includes preparing and implementing lesson plans, as well as creating and ensuring the daily schedule is followed. The Early Learning Teacher will monitor students' development and abilities and will provide individualized experiences and opportunities to foster growth. The Early Learning Teacher will also work with families to assure clear program requirements and interactions.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Developing classroom curriculum, lesson plans and daily schedule
2. Oversee all components of staff classroom management
3. Monitor and keep written records of children's development and skills
4. Maintain accurate daily attendance records
5. Monitor children at all times
6. Attend regular meetings with Youth Development Manager and teaching staff to discuss, assess and plan for various aspects of the program such as curriculum, lesson plans, schedule, classroom procedures, children's development, extra curricular activities, concerns of or about parents, and any other issues that may arise
7. Report any potentially serious problems, incidents and accidents to Youth Development Manager immediately
8. Complete written incident reports as necessary with teacher assistance and share with families
9. Maintain, preserve, inventory and order all program equipment and supplies
10. Know and follow the allotted budget and complete all necessary purchasing paperwork
11. Maintain program files and payroll/HR requirement
12. Maintain a clean and clutter free working environment
13. Organize room before and clean room and playground after program
14. Promote a positive relationship with parents by making a point of greeting them daily and informing them of any relevant information in a timely manner through communication tools. (via email and daily grams)
15. Keep the Youth Development Manager informed of all program issues as they arise especially when related to the children's behavior and development
16. Maintain training requirements.
17. Be familiar with YMCA mission, policies and procedures
18. Participate in YMCA programs and promotions

19. Be an enthusiastic, dedicated, reliable and committed member of our team

MINIMUM REQUIREMENTS:

1. Meets all Department of Children and Family standards/ background requirements
2. Certification in Infant, Child and Adult CPR, and Basic First Aid
3. \*\*Completion of 45 Hour Child Care course required by the State of Florida
4. 21 Years or older
5. Hold and maintain a Driver's License with reliable transportation
6. Degree in Early Childhood Education or CDA (preferred)
7. Director's Credential (preferred)
8. Ability to lift up to 35 pounds

Employers Rights

This job description does not list all the duties of the job. You may be asked by the President/CEO to perform other duties. You will be evaluated in part based upon your performance of the tasks listed in this job description. The employer has the right to revise this job description at any time. The job description is not a contract for employment, and either you or the employer may terminate employment at any time, for any reason.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date