



**FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY**

Job Title: **Preschool Teacher**  
FLSA Status: Exempt  
Status: F/T  
Reports to: Childcare Director  
Classification:

Job Code:  
Job Grade:  
Department:  
Revision Date:  
Supervises:

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**ABOUT THE Y:** The Franklin County Family YMCA founded in 1996 is a fast paced non-profit organization that serves the residents of Franklin County through programs that building healthy spirit, body and mind. The Y sees over 200,000 visits a year from all walks of life operating two wellness centers, one in Rocky Mount and one in Smith Mountain Lake. The Y also serves hundreds of children every year through its before and after school and summer camp programs.

**JOB PURPOSE:**

Under the direction of the Center Director, and in harmony with the Christian nature and purpose of the established policies and goals of the YMCA, the Preschool Teacher is responsible for the general supervision and management of a classroom.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Plan, supervise, and implement individually appropriate activities for the children using the prescribed association curriculum, lesson plans and weekly themes as your curriculum base.
- Work as a team within the center to plan, coordinate, share resources and maximize the children's experiences.
- Be a facilitator in the classroom.
- Use available community resources such as special guest or field trips, to expand and extend children's experiences.
- Observe and evaluate each child's progress and provide a written report to the parents on a quarterly basis.
- Be responsible for the ordered arrangement, appearance, decoration and learning environment of the classroom.
- Maintain open communications between peer staff, parents, and families and be available for parent conferences, training, and parent education opportunities when necessary.
- Incorporates the four core values: respect, responsibility, honesty, and caring into all aspects of the program and daily activities.
- Demonstrates a working knowledge of YMCA mission, values, purpose, and goals. Strives for the highest standards of program excellence.

**QUALIFICATIONS:**

- Minimum 18 years or older
- Associates / Bachelor's degree in a child related field
- One year of age appropriate experience with in the classroom
- At least one year's experience working with children- ages 3 years to 5 years old-in a licensed, childcare setting
- CPR/First Aid certification (or ability to certify within 60 days of employment)
- Complete all new employee and child care required trainings before first day on floor, including: New Staff Orientation, Child Abuse Prevention training, Child Development training, licensing and discipline training

- Adequate speaking, hearing and writing skills appropriate for interacting with both children and adults
- Able to communicate and work effectively with groups of children and their parents in a loving yet professional manner
- Clear background/C.P.S. check /Negative TB test
- Knowledge and maturity to observe children's behavior, assess its appropriateness, enforce appropriate safety practices and emergency procedures, and apply appropriate behavior-management techniques
- Ability to manage the daily administrative, program-related and supervisory responsibilities of the classroom.

#### **CERTIFICATES, LICENSES, REGISTRATIONS:**

Valid State of Virginia driver's license and proof of insurance required to drive personal car oncompany business.

#### **ACCOUNTABILITIES AND MEASURES**

Accomplishment of assigned tasks.

#### **AMERICANS WITH DISABILITIES SPECIFICATIONS:**

##### **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 individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

##### **Work Environment**

Work environment characteristics describe 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. While performing the duties of this job, the employee is not exposed to weather conditions.

#### **RECEIPT OF JOB DESCRIPTION:**

This job description has been reviewed with me by my supervisor. Meeting the qualifications as required, I understand and agree to perform the duties as described. A copy of this description has been given to me.

#### **SIGNATURE LINE**

#### **SIGNATURE:**

I have reviewed and understand this job description.

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

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

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