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THE YWCA IS DEDICATED TO ELIMINATING RACISM, EMPOWERING WOMEN AND PROMOTING  
PEACE, JUSTICE, FREEDOM AND DIGNITY FOR ALL.

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## **Teacher**

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Reports To: Childcare Director

Date: 12/09/2021

Department: Childcare FLSA Status: Non-Exempt Pay Grade: \_\_\_\_\_

Provisional Period: 12 months

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### **Position Summary:**

As a member of the YWCA New Britain, and the Childcare team, the Teacher will collaboratively lead and work with their teaching team by participating in the planning and implementation of a program that provides a safe and healthy, rich learning environment. Ensure that accurate records of children's attendance and monthly reports required for the Child and Adult Care Food Program and the Attendance Initiative are kept. Provide appropriate communication with children, parents, staff, and volunteers by emphasizing the importance of communication, as well as, displaying a general knowledge of the YWCA programs and making referrals appropriately. Provide a positive role model for children, parents, and co-workers. Become familiar with the State of CT Child Care Licensing Regulations, School-Readiness requirements and NAEYC Accreditation standards. Observes and documents children's developmental milestones for assessment. Participate in program and/or community family/child events.

### **Performance Standards:**

- \* Is familiar with the CT Early Learning Developmental Standards and CT Documentation and Observation Teaching Systems for planning and assessment. Performance reflects knowledge of these regulations, standards, and competencies.
- \* Become familiar with NAEYC standards with regard to Relationships, Curriculum, Teaching, Health, and Assessment of Child Progress.
- \* Provide opportunities for active exploration, experiences that are relevant and integrate across all domains of development, be intentional in promoting skill development, and provide opportunities for the children to benefit from diversity. Role model for your teaching team developmentally appropriate practice.
- \* Learn specified supervision techniques and supervise staff, interns, and volunteers assigned to you. Be a positive role model for both children and staff.
- \* Plan and lead discussions with your teaching team on observations, documentation, intentional planning, and teaching practices. Delegate duties as appropriate, ensure that they are completed and accurate.
- \* Maintain a safe, clean, and organized room including toys, equipment, supplies, and bulletin boards to create a warm, welcoming environment appropriate for the ages of the children to be served. Maintain storage areas and safe, clean food service areas by helping with general housekeeping tasks. May delegate and monitor to ensure completion and accuracy.
- \* Monitor the use of supplies and equipment.

- \* Must meet the required state licensing and school readiness required trainings for the position; implement the philosophies and techniques learned through training. Demonstrate increased understanding of developmentally appropriate activities and expectations of children at various age levels.
- \* Prepare and maintain interest areas for daily activities.
- \* Perform other related duties, as assigned.
- Attend staff, personnel, and professional development meetings assigned, including, but not limited to, YWCA and childcare staff meetings.
- Reliably meet deadlines.
- Manages time and attendance well. Flexibility in scheduling to meet needs of program.
- Follows the organizations policies and procedures.
- Follows safety policies, procedures, and regulations in addition to YWCA Childcare Policies, YWCA Childcare supervision Policy, and Positive Guidance Policy.
- Follows legal and ethical standards related to job responsibilities.
- Demonstrates proficiency in the necessary common and technical knowledge areas required for the position.
- Increase personal knowledge about individual, interpersonal and institutional levels of racism by actively participating in trainings and organizational or community-based committees.
- Seek input from program participants of various backgrounds on program environment and program elements.
- Support co-workers and work with diverse teams utilizing best practices to inspire better thinking and solutions.
- Maintain and care for supplies and equipment of the YWCA.
- Accept other responsibilities and projects as assigned.

**Work Environment:**

This position operates in settings which could include office, working outdoors in heat or cold, among other settings and conditions not specifically described.

**Physical Demands/Hazards/ Travel:**

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.

1. Must be able to stand, walk, sit, talk, hear, use hands; climb stairs, balance, kneel or crouch. Specific vision abilities required by the position include close, distance, color and peripheral vision, depth perception and the ability to adjust focus. The need to lift up to 50 lbs., carry up to 30 lbs., bending and stooping.
2. The ability to function successfully within environmental conditions inherent to the childcare field. May include, but not limited to: high noise levels; exposure to bodily fluids; exposure to contagious illnesses; multi-tasking; responding appropriately to work place pressure and short turn-around time on assignments.
3. Travel to/from Professional Development trainings may be required.

**Qualifications Required:**

Education: Bachelor’s degree from a regionally accredited college in Early Childhood Education or its equivalent (specific for children ages Birth – 5 years). In lieu of the above, will consider applicants who possess the following:

- Bachelor’s degree plus 12 or more college credits in Early Childhood Education\*
- Must provide documentation.

\* Individual(s) with a bachelor’s degree plus 12 or more college credits in Early Childhood Education must possess an Early Childhood Teacher Credential (ECTC) no later than June 30, 2029. Enrolled and continually working toward your CDA or toward a 1-year certification in Early Childhood from the CT OEC approved college listing. Must meet qualifications set by the CT Office of Early Childhood and NAEYC.

Experience: One to two years of experience in a NAEYC accredited preschool program.

Age Requirements: Must be at least 19 years of age or older.

Other qualifications include:

- Current medical report signed by a physician is required at time of employment and every two years thereafter.
- PPD Tuberculin test, STU Mantoux method or chest X-ray is required at time of employment.
- Two written references on file.
- Required State Police/State Department of Children and Families background check conducted with satisfactory results.
- Current American Red Cross certification in Infant and Child First Aid and CPR. Medication/Epi-pen certification and other requirements required for position.

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.

A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the skills, aptitudes and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills or abilities.

This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.

Employee Acknowledgement:

The above statements are intended to describe the general nature and level of work being performed by individual assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel.

I have reviewed and understand the above job description and can successfully fulfill the essential functions of the job with or without reasonable accommodation. I agree that management retains the right to change this job description at any time, with or without notice. I understand that my employment is on an at-will basis.

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Name (print)

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Sign

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Date