



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

YMCA of Greater Kalamazoo Job Description

Job Title: Early Learning Coordinator and Lead Teacher

Pay Rate: \$37,000-\$40,000

POSITION SUMMARY:

Responsible for the day-to-day operation of the designated Early Learning Center within all state licensing regulations and Association policies and procedures.

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.

ESSENTIAL FUNCTIONS:

1. Direct the daily operations of the program including hiring, training, supervising, and scheduling of staff and volunteers.
2. Assist in program participant recruitment and plan and implement a healthy, safe, and developmentally appropriate learning environment for preschool children.
3. Create and implement curriculum/lesson plans incorporating hands-on activities and experiential learning, considering factors such as individual needs, abilities, learning levels and physical limitations of students.
4. Establish effective communication and build positive relationships with families to promote positive parent/child relationships including family participation in the classroom.
5. Observe and assess children's development on a regular basis, including an ASQ assessment of all students within one month of enrollment. Analyze data and use TS Gold to document children's progress and guide lesson plans. Make plans or referrals specific to the needs of the individual child.
6. Provide daily direction and oversight to other classroom staff through positive communication, and coaching of desired behaviors and outcomes. Facilitate Level 10 meetings.
7. Work in partnership with associate teachers, KCR4's Teacher mentor, and Great Start to Quality Coach to maintain a High-level CLASS score.
8. Appropriately handle all emergency situations remaining current in First Aid and CPR certifications.
9. As required by Michigan law, report any suspected incidence of child abuse to Early Learning Director and Children's Protective Services.
10. Work a minimum of 30 hours per week in the classroom and 10 hours per week in admin duties/office work with occasional evening or weekend work.
11. Complete at least 24 hours of training annually including all training required by GSRP, KC Ready 4s and high-quality standards.



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

QUALIFICATIONS:

1. At least 21 years of age
2. Must meet LARA qualifications for Early Childhood Program Director
3. Bachelor's degree in Early Childhood preferred. Candidates currently enrolled in an Early Childhood Education program can be put on an educational plan with the intent to meet needed qualifications within 3 years.
4. One year of experience with children in a licensed child care program.
5. Certification in CPR and First Aid must be obtained within 30 days of hire.
6. Satisfactory completion of Comprehensive Background Check.
7. Ability to plan, organize and implement age-appropriate/developmentally appropriate program activities.

WORK ENVIRONMENT & PHYSICAL DEMANDS:

- Able to participate in age-appropriate activities with children.
- Cleaning required.
- Proof of negative TB test before working in the classroom.