



Grants Pass Family YMCA Childcare Head Teacher

Job Title: Childcare Head Teacher
FLSA Status: Non-exempt
Reports to: Childcare Director
Leadership Level: Leader

Job Code: 333333
Job Grade: H4
Revision Date: 05/06/2025
Primary Function/Department: Childcare

POSITION SUMMARY:

This position supports the work of the Y, a leading nonprofit, charitable organization committed to strengthening community through youth development, healthy living and social responsibility. The Childcare Teacher provides support to the lead teacher in supervising and guiding children's development in a safe, healthy, warm, and nurturing environment. The Grants Pass Family YMCA Childcare Head Teacher helps to implement quality program curriculum and lesson plans, ensuring a positive and enriching experience for all children while upholding the YMCA's mission and values.

OUR CULTURE:

We are a powerful association of men, women and children joined together by a shared commitment to nurturing the potential of kids, promoting healthy living and fostering a sense of social responsibility. We believe that lasting personal and social change can only come about when we all work together to invest in our kids, our health and our neighbors. That's why, at the Y, strengthening community is our cause. Every day, we work side-by-side with our neighbors in 10,000 communities to make sure that everyone, regardless of age, income or background, has the opportunity to learn, grow and thrive.

ESSENTIAL FUNCTIONS:

- 1. Program Leadership and Curriculum Development:** Lead planning and implementation of daily curriculum and developmentally appropriate activities. Ensure alignment with state regulations and YMCA standards. Model and guide classroom teachers and aides in lesson execution and child engagement. Evaluate classroom performance and provide feedback for improvement.
- 2. Child Supervision and Safety:** Supervise children at all times to ensure safety, emotional well-being, and engagement. Perform safety checks and ensure classroom meets all licensing and YMCA safety standards. Model and enforce positive behavior management techniques. Serve as the point of contact for child safety concerns and mandated reporting.
- 3. Staff Supervision and Mentoring:** Provide leadership, guidance, and coaching to teaching staff. Assist in onboarding and training new staff. Support performance reviews and address staff concerns in collaboration with the Childcare Director. Maintain appropriate teacher-to-child ratios and daily classroom schedules.
- 4. Parent and Family Engagement:** Serve as the primary contact for classroom parents. Conduct regular parent communication and conferences. Support a welcoming environment that fosters parent involvement and feedback.
- 5. Record Keeping and Compliance:** Ensure accurate record-keeping including attendance, incident reports, and curriculum logs. Maintain compliance with YMCA policies and state licensing requirements. Prepare documentation for licensing and audits as required.
- 6. Professionalism and Conduct:** Demonstrate a commitment to maintaining a workplace free from all forms of harassment. Adhere to all policies and procedures related to maintaining appropriate boundaries with youth. Attend all required abuse risk management training. Observe and ensure that all program policies and

procedures are upheld, including adherence to all relevant state and local regulations.

7. **Professionalism and Development:** Serve as a role model in attitude, appearance, and behavior. Attend mandatory training and seek ongoing professional development. Promote YMCA values and support a culture of inclusion and equity.

WORK ENVIRONMENT & 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.
- Stand, walk, sit, use hands to finger, handle or feel objects, tools or controls, reach with hands and arms, climb or balance, stoop, kneel, crouch, crawl, and talk to hear.
- Regularly lift and/or move up to 10 pounds and frequently lift and/or move up to 50 pounds.
- Noise level in the work environment is usually moderate to loud.

QUALIFICATIONS:

- Must meet Oregon child care licensing requirements for Head Teacher (including age, education, and experience).
- CPR, First Aid and AED Certification
- Over the age of 18 years old
- Must be able to pass a Central Background Registry and Sex Offender Registry Background Screening.
- Must ensure that the physical and social environments for program delivery reflect the Y's definition of character and values
- Must meet the qualifications to be a Childcare Teacher.
- Ability to respond to common inquires or complaints from participants, members, staff, administration, or the general public.
- Child Abuse and Prevention Training
- Member Service Training

SIGNATURE:

I have reviewed and understand this job description. I confirm that I have the ability to perform the functions outlined in this position. Reasonable accommodation will be provided to enable individuals with disabilities to fulfill the essential functions of the role.

Employee's Name	Employee's Signature	Date
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Supervisor's Name	Supervisor's Signature	Date
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