mission statement of the ywca
YWCA is dedicated to eliminating racism, empowering women and promoting peace, justice, freedom and dignity for all.

JOB DESCRIPTION

POSITION/TITLE: Lead Educator
JOB CLASSIFICATION: Full Time; exempt
WORK WEEK/HOURS: Program in operation Monday through Friday staff schedule may vary
REPORTS TO: Early Education Director

Qualifications:

- All educators must possess the qualifications required for their position in accordance with EEC regulations.
  - (a) This Position requires a Lead Teacher Certification through EEC
  - (b) Bachelors degree in Early Education or related field preferred
- All educators must demonstrate and maintain at all times the physical, mental and emotional ability to care for the children for whom they are responsible in a way that meets the generally accepted physical, social, emotional and intellectual needs of children.
- Prior to employment the educator must obtain from a licensed health care practitioner:
  - (a) evidence that the educator has had a physical examination within one year prior to employment;
  - (b) evidence that the educator has been immunized in accordance with the recommendations of the Department of Public Health;
  - (c) a statement of any limitations on the educator in working with children.
- A genuine love of children and a personal commitment to making a difference in their lives;
- Experience with educating preschool age children, preferred experience with Teaching Strategies Gold
- Experience in a leadership role and supervision
- Dependable and efficient with strong planning and organizational skills;
- The ability to adapt to change, perform multiple tasks, and work independently;
- An outgoing and enthusiastic personality who enjoys working with others;
- Current first Aid/CPR Certification (or within 3 months of employment)

Description of the Position:
To support the mission of the YWCA, child care programs have been established. Our programs give parents the freedom to pursue their professional goals while their children participate in safe, affordable, quality programs. Children have the opportunity to explore, discover and expand their cognitive and social skills in a caring, supportive environment. Our curriculum is threaded with experiences that encourage child development, an appreciation for diversity, and encourage positive social interactions. The Educator is responsible for all aspects of the daily operation of assigned classrooms ensuring that each classroom functions at the highest quality standard. The Lead Educator is responsible for the direct care and education of children enrolled in the YWCA Children’s Center.

DUTIES:
Responsibilities include but may not be limited to the following:
- Promote the values and mission of the YWCA in all interactions with children, parents and staff.
- Recognize and protect children from any hazards that are a threat to their physical safety and their emotional well being;
- Directly nurture, encourage children and participate with other Educators in planning a variety of age-appropriate learning and social experiences;
- Be aware and follow all EEC Licensing requirements, reporting any deficiencies to Director.
• Maintain all EEC Professional Registry requirements and training hours as preferred by EEC and Director.
• Be responsible for the overall condition of your classroom (i.e. safe, clean, neat), reporting any deficiencies to Director.
• Maintain accurate records and statistical information that may be required by EEC and Director submitting written reports as assigned;
• Be responsible for developing relationships with parents and participating in regular parent communication, conferences and family nights.
• Attend scheduled staff meetings and increase your childcare skills and competence by taking advantage of ongoing training opportunities.
• Supervise and mentor Educators in your classroom.
• Assist Director in all tasks required; communicate with Director regularly on classroom concerns.
• Be flexible to assist in all YWCA and YWCA Children’s Center programming as requested.

This position described in this job is an at-will position. This job description does not constitute a contract between the employee and the YWCA Greater Newburyport.

It is expected that all program staff will function as self-directed members in a team effort. Your activities and performances should meet appropriate professional standards and adhere to the philosophy and purpose of the YWCA.

I have read and understood the duties outlined in this job description.

Employee ________________________________ Date __________________________