



BOOTHBAY REGION YMCA JOB DESCRIPTION

Job Title: **Head Teacher (Infant – Toddler)**

Departments: **Harbor Montessori School and Child Enrichment Center**

Job Status: **Non- Exempt Employee -Hourly**

Revision Date: **May 2021**

POSITION SUMMARY:

Teachers at the Harbor Montessori School & Child Enrichment Center are committed to nurturing the hearts, minds, and hands of young children and embrace the Montessori approach which emphasizes a child-centered learning environment.

Head teachers are responsible for setting the daily schedule, developing the curriculum, creating the environment, monitoring children's progress, classroom management, and parent communication. Supported by assistants, teachers create an inviting program for all families and show respect to all staff, children, and families who are part of our child enrichment programs.

Assistant teachers collaborate with head teachers to best support the needs of the classroom and share responsibility for caring for the children in our center. Substitute teachers are needed for both head teacher and assistant teacher positions and may be asked to cover vacations, illnesses, break times, or staff shortages.

The Montessori approach is central to our philosophy, and it is the goal of the Y that all staff feel invited to create a program known for its attention to individual children's and families' needs, for its nurturing of children in ways that help them develop into confident and caring adults, and in doing so, help the Y meet its mission of building strong families and strong communities.

This position supports the work of the Y, a leading nonprofit organization committed to strengthening the community through youth development, healthy living, and social responsibility.

ESSENTIAL FUNCTIONS:

- Nurtures children through purposeful Montessori-based programming dedicated to building feelings of belonging and accomplishment, as well as building relationships among children and within families
- Assists in implementing developmentally appropriate curriculum within established early education guidelines, reflecting children's ages, interests, and needs, and implements strategies deemed the best practice in early education
- Incorporates fine and gross motor development every day, preferably with time outside, or with other forms of movement if weather is prohibitive
- Supervises the children, classroom, and all activities to assure safe practice, and makes ADA accommodations where appropriate. Follows all YMCA procedures and standards
- Speaks to all children in ways that are respectful of their emotions, in voices that invite children to listen and not feel overpowered, and in words that send clear and consistent messages
- Uses positive behavior management techniques to appropriately and effectively redirect children
- Respect parents' and families' and co-workers' right to privacy and confidentiality
- Cultivates positive relationships with families and maintains effective communication with families through daily reports and speaking directly with them at drop off and pick up or when speaking with them on the telephone. Engages family members as volunteers, helping them feel connected to the Y.
- Maintains the classroom in an orderly fashion which is clean and not cluttered. Cleans equipment, shelves, toys, and supplies as needed. Monitors the classroom for maintenance issues and supply needs, and communicated the same to the director.
- Assists with cleaning and maintaining common areas as needed to assure children and families are entering a welcoming environment
- Works with other team members to maintain required program records, such as attendance, meal counts, and cleaning and safety checklists
- Builds cooperative and constructive working relationships with other staff members
- Assists in all classrooms as needed to contribute to the operation of the Center within licensing guidelines
- Adapts to scheduling needs of the Center
- Attends staff meetings and staff training
- Obtains the minimum hours of training each year to keep teachers' qualifications within state licensing (30 for staff working over 20 hours per week, and 18 for staff working less than 20 hours per week)

Cause-Driven Leadership® Competencies

Mission Advancement: Models and teaches the Ys values. Ensures a high level of service with a commitment to changing lives. Provides volunteers with orientation, training, development, and recognition. Cultivates relationships to support fund-raising.

Collaboration: Champions inclusion activities, strategies, and initiatives. Builds relationships to create small communities. Empathetically listens and communicates for understanding when negotiating and dealing with conflict. Effectively tailors communications to the appropriate audience. Provides staff with feedback, coaching, guidance and support.

Operational Effectiveness: Provides others with frameworks for making decisions. Conducts prototypes to support the launching of programs and activities. Develops plans and manages best practices through engagement of team. Effectively creates and manages

budgets. Holds staff accountable for high-quality results using a formal process to measure progress.

Personal Growth: Shares new insights. Facilitates change; models adaptability and an awareness of the impact of change. Utilizes non-threatening methods to address sensitive issues and inappropriate behavior or performance. Has the functional and technical knowledge and skills required to perform well; uses best practices and demonstrates up-to-date knowledge and skills in technology.

QUALIFICATIONS:

Critical Capabilities:

- Excellent communication skills and the ability to demonstrate verbally and through role modeling a sound knowledge of developmentally appropriate Montessori-based teaching and caregiving
- Ability to relate effectively to diverse groups of people from all social and economic segments of the community
- Ability to respond to safety issues and emergency situations
- This person requires CPR/AED and First Aid certifications or a willingness to become certified within 90 days of employment.

REQUIRED CERTIFICATIONS:

Work and Education Experience:

- Candidate must have at least 6 months experience in the field of early childhood care and education
- College degree preferred for Head Teacher positions.
- Salary shall be commensurate with education and experience.
- Must also meet all requirements in the state of Maine Rules for the Licensing of Childcare Facilities, as follows:
 - All staff shall be at least eighteen (18) years old.
 - All staff shall have a high school diploma or equivalent or be attending high school or be enrolled in a GED (General Educational Development) preparation program.
 - All staff shall demonstrate the following: The ability and willingness to comply with all applicable laws and rules; the ability to provide safe and compassionate services; and a history of honest and lawful conduct.

SIGNATURE:

I have reviewed and understand this job description.

Employee's name

Employee's signature

Today's date: _____