

Scott County Family Y Job Description

Position: Community Collaboration Teacher
Supervisor: Child Care & Family Services
Executive Director

Department: Child Care & Family Services
Pay Range:
\$11.00 - \$13.00 per hour based on experience
& certification

Location: Bettendorf

How to Apply: Submit application at Deb
Gustafson, Palmer Child Care Center, 724
Harrison, Davenport, IA 52804 or email:
dgustafson@scottcountyfamilyy.org

Hours:
Monday-Thursday 8 am – 12 noon, additional
hours on Fridays as needed for home visits
and/or training opportunities

Guiding Principles for all Scott County Family Y Staff:

All staff members are expected to support and follow the Scott County Family Y mission to put Judeo-Christian principles into practice through programs that build healthy spirit, mind, and body for all. To this end, all staff members are expected to model, reinforce, and develop the core character values of Caring, Honesty, Respect, and Responsibility.

General Function:

Under the general direction of the Executive Director of Child Care & Family Services, the Community – Collaboration Teacher is responsible for the health, safety, and welfare of each child enrolled in the program, demonstrates leadership, shows active participation in the programs, activities, and field trips, and serves as a positive and wholesome role model to all participants and other staff in accordance with the policies and procedures of the Scott County Family Y.

Knowledge and Know How:

The Teacher must have a current teaching Certificate for the State of Iowa with an Early childhood Endorsement and must also maintain certification in CPR, First Aid, AED and Mandatory Reporter. The individual will be responsible for maintaining status of all certifications. This individual will have good people skills, knowledge of YMCA membership and programs, good communication skills, and be mature and responsible.

Principal Activities:

1. To model the values of caring, honesty, respect, and responsibility and facilitate the teaching of caring, honesty, respect, and responsibility in Y programs.
2. Provide “extraordinary” member services and responsiveness to members needs.
3. Provide direct supervision to children assigned to your class as well as other program participants at all times.
4. Dress according to the Scott County Family Y dress code, and demonstrate professionalism in executing tasks.
5. Plan activities for children to do that meet the YMCA standards as well as meeting Creative Curriculum guidelines.
6. Participate in an annual staff evaluation by maintaining your individual portfolio to showcase accomplishments as well as completing an annual review form.
7. Ensure safety to all participants, including knowledge of emergency procedures and location of emergency equipment.
8. Attend all in-service trainings and staff meetings.
9. Maintain a clean and safe work site; assist custodial staff as needed to ensure a clean and safe environment.
10. Prepares incident reports accurately, consistently and in accordance with established timelines. Communicate to supervisor in writing, accident and discipline situations which require corrective actions. Seek guidance from supervisor in unusual circumstances.

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11. Maintain communication with the school district personnel to ensure that we are meeting the goals and objectives of the Universal Preschool Program.
12. Supervise staff assigned to you to ensure that all job duties are being completed as required.
13. Arrange and maintain the classroom to meet the goals and objectives of Creative Curriculum as well as any other curriculum mandated by the partnership entity.
14. Plan a daily schedule as well as weekly / monthly lesson plans based upon units of study as prescribed within the Creative Curriculum framework.
15. Cooperate with partnership entities to assist with screenings required by the partnership entity this could include but is not limited to Brigance, Dibbles and Work Sampling.
16. Complete Creative Curriculum Developmental Continuum on all students enrolled in October, February and May annually. Provide the results of the continuum for reporting purposes utilizing CC-Port software.
17. Plan field trips and special event activities on a regular basis to expand the children's knowledge within the unit of study.
18. Ensure licensing compliance by ensuring that all postings required by the Iowa DHS are in place.
19. Assist in communication with parents or families enrolled in the program; this may include slots available, fees due, daily notes, home visits and any other necessary communication.
20. Meet with the CCFS Administrative Service Director to weekly access accounts that are not being paid by families. Provide written notices to families detailing payment plan options, and ensure that families who do not meet their obligations will be dropped from the program.
21. Ensure that licensing regulations are being met.
22. Performs all other duties as assigned.