

Position Description

Job Title: Lead Teacher for Summer Robotics Enrichment Program

Department: Youth Programs

FLSA Status: Non-Exempt - Part time (June-August 2021)

Reports To: Director of Childcare and Youth Programs

Position Summary:

The Lead Teacher position is responsible for providing a safe, caring and nurturing learning environment for children enrolled in the YWCA Princeton Summer Robotics Program. The Lead Teacher is responsible for conducting themselves in an appropriate manner by being a positive role model for children, co-workers, and parents/guardians in alignment with The YWCA Princeton Mission Statement. Lead Teachers are responsible for complying with all licensing standards and regulations as well as adhering to YWCA Princeton policies & procedures. The Assistant Teacher is responsible for supporting the Lead Teacher in planning, implementing, and leading groups of children in assigned activities as well as ensuring the safety of children in our care. Must have the ability to provide stability for program continuity and must be flexible to work between the hours of 8am to 4:00pm.

Primary Duties and Responsibilities:

- Provide a safe, caring and nurturing learning environment for children enrolled in the YWCA Princeton Summer Robotics Enrichment Program
- Plan, supervise and implement the Robotics Curriculum daily in accordance with the philosophy and policies of the YWCA Princeton
- Follow New Health & Safety protocols related to Covid-19. (Maintain safe and sanitary use of all classroom equipment and supplies).
- Arrange and plan the program according to Robotics Curriculum to the needs of the individual children, recognizing their differences, special interests, needs, abilities and styles and pace of learning socialization skills.
- Document attendance, accident/incident reports, in compliance with the YWCA Princeton and licensing regulations.
- Treat all children at all times with dignity and respect, recognizing that each has his/her unique qualities, gifts and needs. Giving special personal attention to each child in the room each day, at the child's eye level and with a pleasant tone.

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- Interact with each child on their eye level and height level, using calm, natural and respectful tones of voice.
- Greet every child, parent, staff member and visitor with a smile and friendliness.
- Assure safe and sanitary use and maintenance of all classroom equipment and supplies.
- Participate in daily cleaning routines in accordance with NJ Licensing requirements. In collaboration with the Director of Childcare, Operations and Facilities, ensure that facilities for the Young Wonders Early Childhood Development Center are safe, clean, attractive, and meet the state and local health and safety regulations for a childcare center.
- Maintain safe and sanitary use of all classroom equipment and supplies.
- Maintain effective communication lines with the children, parents, fellow staff and Director.
- Attend all staff meetings and required training sessions.
- Assume any other duties as requested by professional staff at the YWCA Princeton.

Skills and Requirements:

- Must be at least 18 years old.
- Must have Associates degree in Education or related field.
- Minimum 2 year of experience working with children in an early childhood setting.
- Strong interpersonal and organizational skills required.
- Ability to prioritize, be self-directed and work independently.
- Ability to work flexibly with a collaborative team of staff members and volunteers.
- Ability to work within procedures efficiently and handle several tasks concurrently to meet deadlines.
- Must be willing to work with all persons without regard to race, religion, ethnic origin, socioeconomic status or disability and sexual orientation.
- Required fingerprint/background check and CARI FORM prior to start date in compliance with New Jersey State Department of Child and Family Services
- First Aid, CPR and AED certified (certifications can be earned upon hire within 90 days)

PHYSICAL DEMANDS:

- Dexterity of hands and fingers to operate computer keyboard and other office equipment.
- Hearing and speaking to exchange information in person or on the telephone.
- Seeing to read, prepare and review a variety of materials.
- Bending at the waist, kneeling or crouching.

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- Sitting for extended periods of time.

For more information about the job description & responsibilities, please contact Tara O'Shea, Director of Childcare & Youth Programs at: toshea@ywcaprinceton.org or call 609.497.2100 x325. Resumes should be sent to toshea@ywcaprinceton.org.