



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## YMCA OF MARQUETTE COUNTY - JOB DESCRIPTION

Job Title: **Lead BAS Teacher (Site Supervisor)**

Job Code: LBAS

Reports to: Child Development Director

---

### POSITION SUMMARY:

The Lead BAS Teacher is responsible for lesson planning and for establishing and maintaining a safe and developmentally appropriate program in accordance with all relevant legislation, policies and procedure in harmony with the mission statement and policies of the YMCA of Marquette County

### ESSENTIAL FUNCTIONS:

1. Plan, set up and instruct lessons as assigned
2. Establish and maintain a learning environment that is engaging, developmentally-appropriate, safe and sanitary
3. Meet the emotional and developmental needs of each child
4. Model, facilitate and explain appropriate child and adult behavior
5. Positively address and redirect inappropriate behavior in children
6. Develop positive relationships with participants and provide motivational support and guidance
7. Maintain participant records and other documentation in accordance with state licensing and program requirements
8. Communicate with families daily about child's day, how they are doing developmentally, and how they are taking on leadership roles in classroom
9. Endure safety and cleanliness of classroom, equipment and facilities
10. At the discretion of the Child Development Director, attend all staff meetings workshops, and seminars to increase knowledge and skills and complete 24 hours of annual continuing education to meet state and national licensing rules and accreditation standards.
11. Follow all YMCA policies, rules, regulations and procedures, including emergency and safety procedures
12. Complete incident and accident reports as necessary
13. Endure you are meeting families communication styles ( email, text, paper ETC)
14. Support and mentor assistant teachers in your classroom
15. In collaboration with Child Development Director, provide guidance and adherence of all state, NAEYC and YMCA policies and procedures for all assistant teachers in your classroom
16. Handles and resolves family concerns and informs Child Development Director of unusual situations or unresolved issues
17. Provides assistant teacher with supportive, cooperative classroom environment that includes sharing all routine tasks ( such as dishes, cleaning, sanitizing, sorting, filing, and organizing)
18. Share information with parents that will improve their learning and development and connect them to programs in the community
19. Exemplify the YMCA mission and values of honesty, caring, respect and responsibility in all aspects of job performance and interactions/relationships with others.
20. May be responsible for opening and/or closing the center and maintaining security and safety of the premises, including responsible use and secure handling of building key and proper operations of the

building security system and maintaining all opening and closing procedures as outlined by classroom bingers.

21. Ability to connect with people of diverse backgrounds

22. All other duties as assigned

## QUALIFICATIONS:

1. Exemplify the YMCA mission and values of honesty, caring, respect and responsibility in all aspects of job performance and interactions/relationships with others
2. Must have High school diploma, GED, or equivalent
3. 480 hours of experience working as a caregiver in program serving school age children
4. Completed 15 clock hours, 1 semester hours, or 1.5 CEU's of documented school age training.
5. Previous experience and education in Early Childhood Development is desired
6. Must become CPR and First Aid certified.
7. Must provide a negative T.B. clearance
8. Must have Federal fingerprinting done with a clear criminal background.
9. Must take Blood Borne Pathogens, Child Abuse, and YMCA New Employee Orientation training within 30 days of hire

## PHYSICAL DEMANDS

1. Ability to stand for long periods of time.
2. Attention to detail on all items such as paperwork and member and guest communication.
3. Lifting items up to 50 pounds.
4. Full range of body movement
5. Capable of performing essential functions in all elements of weather

## YMCA COMPETENCIES (Leader):

Mission Advancement: Accepts and demonstrates the Ys values. Demonstrates a desire to serve others and fulfill community needs. Recruits volunteers and builds effective, supportive working relationships with them. Supports fund-raising.

Collaboration: Works effectively with people of different backgrounds, abilities, opinions, and perceptions. Builds rapport and relates well to others. Seeks first to understand the other person's point of view, and remains calm in challenging situations. Listens for understanding and meaning; speaks and writes effectively. Takes initiative to assist in developing others.

Operational Effectiveness: Makes sound judgments, and transfers learning from one situation to another. Embraces new approaches and discovers ideas to create a better member experience. Establishes goals, clarifies tasks, plans work and actively participates in meetings. Follows budgeting policies and procedures, and reports all financial irregularities immediately. Strives to meet or exceed goals and deliver a high-value experience for members.

Personal Growth: Pursues self-development that enhances job performance. Demonstrates an openness to change, and seeks opportunities in the change process. Accurately assesses personal feelings, strengths and limitations and how they impact relationships. 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.

## SIGNATURE:

I have reviewed and understand this job description.

\_\_\_\_\_  
Employee's name

\_\_\_\_\_  
Employee's signature

Today's date: \_\_\_\_\_