



**Job Title: Preschool Head Teacher/Sub Site Director, Full-Time, Exempt**

**Prepared By: Preschool Director**

**Department: Youth Development**

**Prepared Date: 11-12-2025**

**Reports To: Preschool Director**

**Approved By: CEO/ Executive Director**

**Salary: \$54,000-\$64,480**

**Approved Date:**

This position assumes responsibility for the management and daily operations at one of our preschool program sites. This position is responsible for leading the development and implementation of preschool programming and curriculum, set by the Preschool Director, at one preschool site. This role is responsible for operating an Ashland Family YMCA preschool site in compliance with current licensing and/or preschool promise requirements. This position is year-round. Could be asked to travel to any YMCA Preschool location to help.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

### **Child Supervision & Development**

- Actively supervise children at all times and respond appropriately to crisis or emergency situations that may occur.
- Observe and document children's developmental progress, individualizing when necessary.
- Follow a consistent schedule which includes small and large group experiences, free choice time, music and movement, large and small motor activities, targeted skill development, meals and effective transitions between activities.
- Creating and implementing weekly lesson plans in approved curriculum website, and submitting them to be reviewed by Director.
- Encourage experimentation, exploration, problem solving, cooperation, socialization and choice-making; ask open-ended questions and follow-up questions to promote further learning and thinking.
- Ability to lead and participate in a range of activities in a variety of indoor and outdoor settings.

### **Program Administration & Compliance**

- Responsible for administrative functions, including, but not limited to: signing children in and out of the program; maintaining accurate records; ensuring the appropriateness of program activities according to age and developmental levels of children; maintenance of materials, classroom and supplies.
- Understanding of child development principles and developmentally appropriate practices, understanding of state-licensed programs.
- Work with the Preschool Director to ensure all YMCA policies & procedures, all applicable school district policies, state licensing, health department, fire safety and emergency preparedness requirements are adhered to at all times.
- Required to properly complete all records, including but not limited to rosters, incident reports, injury reports, staff files, children files, medication logs, allergy plans, etc.
- Demonstrates a working knowledge of the YMCA childcare policies; ensures the program meets the highest standards of excellence. Follows procedures including those related to medical and disciplinary situations, child abuse prevention and emergency procedures.
- Responsible for staff scheduling and site coverage, including creating and maintaining schedules in Sling, arranging substitutes when needed, and ensuring staffing ratios and qualified personnel are in place at all times.
- Oversees staff punctuality and adherence to scheduled shifts, including arrival times, break compliance, and timely departure.

- Provides guidance and accountability to ensure a well-coordinated and reliable team presence at the site, while maintaining licensing/Preschool Promise/YMCA ratios.
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#### **Family & Community Engagement**

- Regularly communicates with families about their child's day, addressing any behavioral issues and working with families to make accommodations, if needed.
  - Promotes a positive approach to supervision, communication, and interactions with others; maintains ongoing communication with supervisor.
  - Actively engages with youth and activities during the program.
  - Maintain a positive image at all points of contact with members of the public, including but not limited to our community partners.
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#### **Professional Requirements & Training**

- Must successfully pass a security clearance and be enrolled in the Office of Child Care's Central Background Registry, and complete the required OCC Safety Set trainings prior to starting in the classroom.
  - Participate in a minimum of 15 hours of annual education/childcare training per calendar year. Must be approved by the Director prior. Continuing education as required by licensure and preschool promise. *The YMCA will pay for your time to attend 15 hours of training, but the cost of any trainings is the employee's responsibility.*
  - Attend and participate in all staff meetings and trainings as required.
  - Maintain punctual, regular, and predictable attendance.
  - Maintain professional attitude/manner and respectfully take direction from Supervisors.
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#### **Teamwork & Workplace Conduct**

- Must be responsible and pay attention to detail.
  - Able to work alone as well as collaboratively in a team environment with a spirit of cooperation.
  - Demonstrate reliability and accountability in daily tasks.
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#### **Other Duties**

- Perform other duties as assigned.

#### **QUALIFICATIONS**

- Must be 18 years of age or older.
- Must possess a Child Development Associates Credential/ Registry Step 8, OR an Associate's Degree in Early Childhood Education/ Registry Step 9, OR a Bachelors Degree in Education/ Registry Step 10.
- Must have completed OCC approved health and safety training within 30 days of employment.
- Must complete a minimum of two hours of training on child abuse and neglect that is specific to Oregon law before they can have unsupervised access to children.
- CPR/AED, and First Aid Certification, must include Adult and Child/Infant, Food Handlers Card, obtained within 30 days of hire.
- Previous experience with diverse populations is preferred; the ability to develop positive, authentic relationships with people from all backgrounds.
- Excellent communication and interpersonal skills. Experience in classroom management.
- Creative, fun, energetic, hardworking, sensitive, mature, able to supervise and relate well to children, parents and staff.
- Ability and willingness to fulfill responsibilities in accordance with program goals.

The statements of this job description are intended to describe the general nature and the level of work being performed by people hired for this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required for this position.

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Ability to perform essential job duties with or without reasonable accommodation and without posing a direct threat to safety or health of employee or others. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**PHYSICAL DEMANDS**

- Ability to walk, run, stand, and sit for long periods of time.
- May be required to lift and/or carry items up to 50 lbs.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Employee Signature:** \_\_\_\_\_

**Employer Representative:** \_\_\_\_\_

**Date:** \_\_\_\_\_