



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Job Posting: Substitute Lead Teacher

POSITION DESCRIPTION:

The Substitute Lead Teacher, under the direction of the Early Childhood Director, is an experienced individual who will plan and implement developmentally appropriate curriculum, that supports and encourages the social, emotional, cognitive, and physical needs of all students in the classroom on an on-call basis. The Substitute Lead Teacher works within the YMCA Philosophy of Education to ensure a safe, warm and welcoming environment, while following policies and procedures. Responsibilities also include communicating effectively with the parents/guardians by keeping them up to date on their children's progress and providing a nurturing and caring environment for the children. The Substitute Lead Teacher maintains ratio and ensures the safety of children at all times. The Substitute Lead Teacher will be scheduled as needed throughout July & August to provide coverage for the Lead Classroom Teacher.

Locations:

- Bay Shore
- Huntington
- Glen Cove

RESPONSIBILITIES:

- Implement curriculum within the established guidelines, including daily lesson/activity plans.
- Manage and fully supervise children, classroom, Teacher Assistants and all activities.
- Conduct ongoing, systematic observations and evaluations of each child in classroom.
- Maintain positive relationships and effective communication with parents.
- Maintain all records including attendance, incident reports, daily logs, and parent sign in and out book, in compliance with HR procedures, state and other agency regulations as appropriate.
- Maintain classroom equipment, ensure healthy and safe classroom environment.
- Model and enforce appropriate positive discipline techniques as established by the policies of the center.
- Participate in required trainings and workshops to continue to enhance professional growth. (As per NYS OCFS Regulations of 30 hours every 2 years.)
- Attend and participate in staff meetings and trainings.
- Perform other job-related duties as requested and necessary.
- Adhere to all Department of Health and YMCA of Long Island standards, expectations and regulations.
- Maintain hygiene habits in accordance with CDC guidelines.

QUALIFICATIONS:

- Active NYS Teaching Certification in Early Childhood Education, CDA credential or a Bachelors degree in a related field is required.
- Minimum of two (2) years teaching experience in a group setting, preferably with preschool age group.
- Strong knowledge and understanding of youth development principles.
- Knowledge of birth to age five (5) in development and curriculum, modern theories in early years' education, and healthy living.
- Experience in staff supervision, curriculum implementation, classroom management and effective parental communication.
- Knowledge of agency regulations, requirements, i.e., NAEYC, NYS OCFS

- Ability to plan, organize and implement age-appropriate/developmentally appropriate program activities.
- Strong interpersonal skills and ability to communication with all levels including staff and parents.
- Ability to problem solve and make decisions that adhere to the purpose, mission and goals of the YMCA.
- Ability to relate to children and develop professional, positive relationships with youth.
- Ability to work as part of a team, as a role model and take initiative to identify potential risk factors and take measures to reduce them.
- CPR, First Aid and AED certifications required.

HOW TO APPLY:

For immediate consideration, please email a resume if available and/or a cover letter indicating your interest and qualifications to the specific contact below at your desired location:

- Bay Shore- Cindy Becker, Cindy.Becker@ymcali.org
- Huntington- Marissa Dicipinigaitis, Marissa.Dicipinigaitis@ymcali.org
- Glen Cove – Liberty Ledesma, Liberty.Ledesma@ymcali.org