

JOB DESCRIPTION

Job Title: Group Supervisor/Lead Teacher

Responsible To: Program Director

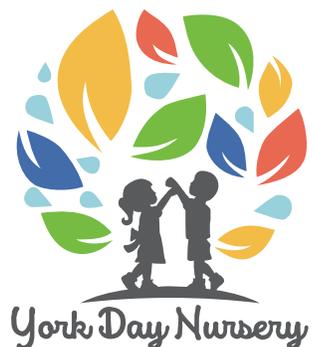
Schedule: Monday through Friday, hours varied as needed.

General Duties: Responsible for planning and executing a developmentally appropriate program in line with York Day Nursery's goals and philosophy.

Qualifications: This person must: possess educational qualifications and experience for a group supervisor as outlined by the Pennsylvania Department of Human Services; preferably attainment of a degree in Early Childhood Education. The person should exhibit a warm friendly personality; be sensitive to the feelings and needs of others; be able to relate well with children; be willing to fulfill job responsibilities in accordance with the program philosophy; be able to maintain a professional attitude towards, and consistently exhibit rational judgment in dealings with, the children, the families, and the staff at all times; and be able to communicate professionally.

Security Clearances: Must produce a clean PA Criminal History Check, FBI, PA Child Abuse Clearance, and National Sex Offender Registry Clearance, not more than 5 years old.

Physical Demands: This person must: have reliable transportation; obtain and pass a pre-employment physical examination and tuberculosis test; obtain and pass a bi-annual physical examination; have the visual ability to identify and respond to hazards; must be able to lift up to 50 pounds on occasion and to lift children of various sizes; possess strength and endurance required to engage in exercise, group games, and other age-appropriate activities with, interact with, and maintain constant supervision of, the children enrolled in the program.



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Responsibilities include but are not limited to the following:

1. Assisting in long-range planning regarding curriculum, the program's philosophy, goals and program improvement.
2. Planning, preparing, and implementing the Creative Curriculum that is appropriate for the age level, skill, and social developments of the group of children served.
3. Completing weekly lesson plans with the involvement of the assistant teachers within the Teaching Strategies Gold online system; plans will be available for review by the program director/assistant director. Ensuring that the daily plan is implemented, and the materials and environment are prepared.
4. Supervising and interacting with the children in all areas of the program, including outdoors and during field trips away from the center.
5. Greeting children and parents in a warm and friendly manner.
6. Maintaining an environment that helps each child to have a positive experience throughout the day. Be well versed in positive behavior support strategies.
7. Responsible for the welfare, health, and safety of the children; being familiar with and adhering to the program's policies, health and safety regulations, emergency crisis and evacuation plan, and fire drill procedures, and being ready to implement these if necessary; providing documentation of those procedures as required by state and local regulations.
8. Diapering/assisting children in the bathroom as is necessary.
9. Ensuring that a child's hands are washed at required and appropriate times throughout the day.
10. Responsible for ensuring and sharing housekeeping responsibilities to maintain clean, orderly, and workable classrooms.
11. Assisting in orienting, training, supervising, and evaluating assistant teachers, substitutes, volunteers, and parent helpers, delegating to them such tasks and activities as are appropriate and in keeping with their qualifications.
12. Helping assistant teachers to maintain a professional attitude toward the program, the children, and the staff and assisting if needed with appropriate communication. Being always an example of professional behavior and appropriate communications.



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13. Providing written progress reports to and conference time with parents regarding their children at least twice a year and more often if requested.
14. Submitting supply requests to the program director as needed.
15. Treating all children with dignity and respect and allowing for individual differences, providing an atmosphere of acceptance and caring for each child, showing as much individual attention as possible to each child, and comforting distress immediately.
16. Conducting weekly staff meetings.
17. Attaining and maintaining in-service training and first aid training to meet requirements set by the state and/or the Nursery's Board of Directors. Utilize the PA Keys Professional Development Registry.
18. Discussing pertinent problems with the Director.
19. Use the digital communication system to provide parents a daily report about each child's daily lessons and activities, food intake, elimination, sleeping patterns, and general behavior.
20. Maintaining observational records and progress reports for each child and all other routine forms (i.e., attendance, meal counts, medication log).
21. Attending the Open House, Parent Nights, and other special events as required.
22. Performing other duties as the need may arise.



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JOB DESCRIPTION

JOB TITLE: Assistant Group Supervisor

RESPONSIBLE TO: Group Supervisor, Program Director

GENERAL DUTIES: Assisting the Group Supervisor/Lead Teacher in planning and executing a developmentally appropriate program in line with York Day Nursery's goals and philosophy.

QUALIFICATIONS: This person must: possess the educational qualifications and experience for an assistant group supervisor as outlined by the Pennsylvania Department of Human Services; possess a CDA or be willing to enroll in a program of study within one year of hire; have a warm friendly personality; be sensitive to the feelings and needs others; be able to relate well with children; be willing to fulfill job responsibilities in accordance with the program philosophy; be able to maintain a professional attitude towards the children, the families, and the staff at all times; and be able to communicate professionally.

SECURITY CLEARANCES Must produce a clean PA Criminal History Check, FBI, PA Child Abuse Clearance, and National Sex Offender Registry Clearance, not more than 5 years old.

PHYSICAL DEMANDS: This person must: have reliable transportation; obtain and pass a pre-employment physical examination and tuberculosis test; obtain and pass a bi-annual physical examination; have the visual ability to identify and respond to hazards; must be able to lift up to 50 pounds on occasion and to lift children of various sizes; possess strength and endurance required to engage in exercise, group games, and other age-appropriate activities with, interact with, and maintain constant supervision of, the children enrolled in the program.

Responsibilities include:

Responsibilities include but are not limited to the following:

1. Greeting children and parents in a warm and friendly manner.
2. Assisting in developing and implementing the classroom weekly lesson plans, and execution of all classroom and outdoor activities, and preparation of materials and environment; make suggestions that may benefit the program or show initiative in the improvement of early childhood education, our program, and our curriculum.



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3. Assisting in the welfare, health, and safety of the children; being familiar with and adhering to the program's policies, health and safety regulations, and fire drill procedures, and be ready to implement these if necessary; providing documentation of those procedures as required by state and local regulations.
4. Assisting in mealtime activities; assisting children in the bathroom/diapering.
5. Ensuring children's hands are washed before meals and snacks and after toileting, and at other appropriate times.
6. Assisting in the morning set-up of classroom and/or final clean-up of the day and general housekeeping duties.
7. Maintaining a professional attitude toward the program, the children and families, and the staff, and, if needed, assisting with appropriate communication.
8. Treating all children with dignity and respect and allowing for individual differences, providing an atmosphere of acceptance, and caring for each child, showing as much individual attention as possible to each child, and comforting distress immediately.
9. Participating in weekly, monthly staff meetings.
10. Attaining and maintaining in-service training and first aid training to meet requirements set by the state and/or the Nursery's Board of Directors. Utilize the PA Keys Professional Development Registry.
11. Discussing pertinent problems with the immediate supervisor.
12. Assisting in maintaining observational records and progress reports for each child and all other routine forms (i.e., attendance, meal counts, medication log).
13. Performing other duties as the need may arise.



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