



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## **JOB DESCRIPTION**

### **Lead Teacher, Preschool:**

- 2 Positions Available
- Full Time (40 hours/week)
- Child Care Site Locations:
  - BFYMCA Childcare Center at Lenox  
6 Holmes Road, Lenox MA 01240
  - BFYMCA Taconic Early Learning and Care Center  
Taconic High School, 96 Valentine Road, Pittsfield MA 01201

### **Qualifications:**

- Must be at least 19 years of age
- Must be EEC Lead Teacher Certified through the Department of Early Education and Care
- Possess an Associate's Degree in Early Childhood Education or a Bachelor's Degree
- Submit to Cori/Sori/Fingerprint through the Department of Early Childhood
- CPR and First Aid Certified
- Be mentally and physically capable of caring for a large group of children in a classroom
- Possess a strong work ethic
- Have an awareness of the unique needs of young children and have appropriate expectations of their abilities
- Be able to kneel, bend, squat, push, lift, and pull
- Be available for full time employment

### **Required Expectations:**

- Ensure the safety and well-being of each child by responding to their emotional, social, and physical needs as well as their educational needs.
- Utilize developmentally appropriate practice and best practice methods at all times
- Be a positive role model for all care giving staff and children.

**BERKSHIRE FAMILY YMCA:** [www.bfymca.org](http://www.bfymca.org)

**Pittsfield (Corporate Office):** 292 North Street, Pittsfield, MA 01201 **P:** 413-499-7650 **F:** 888-965-0663

**Northern Berkshire:** 22 Brickyard Court, North Adams, MA 01247 **P:** 413-663-6529

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- Be customer service orientated and professional.

### **Responsibilities and Duties:**

- Engage children in activities and play that stimulates their development
- Assist Children with activities of daily life (restroom use, handwashing)
- Appropriately supervise children while keeping them safe at all times
- Approach parents daily and speak with them about their children
- Establish a professional level of rapport with each family in order to provide quality care and friendly service
- Supervise teacher aides in the classroom and direct them as to what duties need to be carried out throughout the day
- Plan daily activities that are developmentally appropriate
- Conduct Child Assessments
- Prepare monthly newsletters and weekly lesson plans
- Maintain a professional self-image and project the values of the organization at all times

### **Email Cover Letter and Resume to:**

Laurie Vanuni, Child Care Director  
lvanuni@bfymca.org