



## **RACINE FAMILY YMCA JOB DESCRIPTION**

**Job Title:** SACC Site Leader (Lead Teacher)

**Supervisor:** School Age Child Care Director

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### **Function**

This position is responsible for assisting in the planning and implementation of the association's SACC and school's out programs.

**This is a seasonal part-time, non-exempt position. 20-25 hours per week, Monday – Friday.**

### **Qualifications**

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or abilities required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

- High School diploma with continuing education
- Possess early childhood certifications I and II
- CPR/AED Certified
- Must possess good communication skills
- Must possess organization and planning skills
- Must have a valid driver's license and a good driving record

### **Job Segments**

- Develop and maintain community relationships with schools and SACC families.
- Incorporate Character Development into SACC program.
- Keep appropriate enrollment, attendance, and participation records as well as personnel files.
- Keep all sites in compliance with state licensing guidelines while maintaining current childcare certifications.
- Complete required paperwork and reports in a timely manner with attention to professionalism.

### **Effect on End Results**

The effectiveness of the SACC Site Leader performance will be measured by:

- Leadership Competencies
- Job Segments
- Annual Goals
- Professionalism/Image
- Knowledge of the Y's Mission

The above statements describe the general nature of work being performed in this job. They are not intended to be an exhaustive list of all duties, and additional responsibilities may be assigned, and required by management.