



JOB DESCRIPTION

Job Title: Center Assistant Teacher Range: Grade 1
Job Number: Unit: Child Care Date Revised: August 2008
FLSA Type: Non-Exempt YMCA: Various Page: 1 of 3

GENERAL FUNCTION

The person selected for this position will be responsible for assisting a Center Lead Teacher in the general supervision and management of a classroom of four to twenty children between the ages of 6 weeks and 8 years.

ENTRY REQUIREMENTS

- Be least 18 years old
- Be in the process of becoming professionally prepared to be a teacher of young children including working toward a CDA certification
- Meet the requirements of the licensing agency
- Must have a warm and enthusiastic personality, be sensitive to the feelings and needs of others, be able to relate well to children and their parents, and willing to fulfill responsibilities in accordance with the center's educational philosophy.
- Possess STARS certification within 45 days of employment
- Ability to lift and carry up to 50 lbs

CORE COMPETENCIES

1. **Supports the Mission, Vision and Direction of the YMCA**
Understands and supports the mission of the YMCA; displays the YMCA values; displays flexibility and accepts change; is willing to try new methods and make suggestions; shows a strong commitment to the YMCA; conveys enthusiasm for the YMCA and his/her work.
2. **Builds Community**
Understands and embraces the role of volunteers; helps members and participants make connections to others and to the YMCA; practices effective relationship-building techniques; supports the role of fund-raising in achieving the YMCA mission.
3. **Provides a Quality Experience for Members, Participants, Internal Customers and Others**
Possesses the ability to deliver outstanding experiences for members, participants, internal customers and others; builds warm and supportive relationships; consistently greets and assists everyone in a positive way; strives to provide service that will exceed expectations; responds to concerns and complaints in a way that makes each person feel valued; initiates action for prompt resolution; looks for better ways to serve and involve members, participants, internal customers and others.
4. **Works Productively**
Demonstrates responsible actions; consistently performs duties in a safe and conscientious manner within the agreed upon timeframe; follows standards, policies, and procedures; is reliable and consistently punctual; actively participates in staff meetings, required trainings, and other work related activities; uses good judgment; uses YMCA resources appropriately and efficiently.
5. **Uses Effective Personal Behaviors/Communicates Effectively**
Treats everyone with courtesy, respect and consideration; displays integrity; listens actively and genuinely; communicates in a clear and pleasant manner; embraces differences among people;

demonstrates an active willingness to learn and grow; accepts constructive criticism; works cooperatively as a team member.

PRINCIPAL ACTIVITIES

- Maintain STARs certification
- Assist in planning and implementation of the daily program under the direction of the Lead Teacher
- Assist in planning and preparing the learning environment, setting up learning centers, and preparing needed materials and supplies.
- Design classroom to meet the needs of individual children with concern for their interests, abilities, special talents, individual style and pace of learning, and cultural and socio-economic background.
- Treat children with dignity and respect; use proper tone of voice; acceptable language; age-appropriate redirection; and help them become aware of their roles as integral members of a group
- Assist in the training of teacher aides and mentoring lab school students
- Be responsible for a healthy, clean, and safe classroom by performing daily housekeeping tasks with minimal lifting. (food, pots, pans, mopping, sweeping, laundry, vacuuming, cleaning of toys, and equipment)
- Respond to children to meet their emotional and developmental needs (diapering, feeding, outside play, potty training, etc.)
- Attend all required staff meetings and training programs and conferences
- Assist the lead teacher with allergy forms, meal count forms, medication forms, accident forms, and portfolios for children as necessary
- Serve meals using the policies and procedures set forth by the USDA Child and Adult Care Program
- Administer prescribed medication and first aid when necessary.
- Has the following documentation on file at the site and the YMCA Child Care Office within expressed timelines after hire: First Aid, CPR, HIV/AIDS, and New Employee Orientation. All background check forms and proof of current TB test must be completed prior to first day of working with children.
- Maintain confidentiality regarding program families and staff
- Following sub-line procedure as specified by Center Directors
- Maintain accurate time and attendance records through Infinitime system
- Other duties as assigned.

BENDING AND LIFTING ARE REQUIRED FOR THIS POSITION

END RESULTS

Effectiveness is measured in the overall quality of the program as determined by the Center Director, Center Program Director, Center Lead Teacher and parent evaluations.

I understand and accept the expectations described for the above position with the South Sound YMCA.

Employee Signature _____ **Date** _____