

South Sound YMCA SPSCC Campus Childcare Center



Position Title: Assistant Teacher

Department: Child Care

Reports to: SPSCC Center Director

Job Description: The person selected for this position will be responsible for assisting a classroom teacher in the general supervision and management of a class of four to twenty children between the ages of 3 months and 12 years.

Qualifications: The person selected for this position must be least 18 years old, in the process of becoming professionally prepared to be a teacher of young children, and meet the requirements of the licensing agency. This person 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.

Responsibilities: Responsibilities will include, but will not be limited to, the following:

- Assisting in planning and implementing the daily program under the direction of the teacher.
- Assisting in planning and preparing the learning environment, setting up interest centers, and preparing needed materials and supplies.
- Support a program that meets the needs of individual children with concern for their interests, disabilities, special talents, and individual style and pace of learning.
- Consider individual children in relationship to their cultural and socioeconomic background
- Treating all children with dignity and respect
- Supervising the classroom when the teacher is out of the room
- Perform daily housekeeping tasks with minimal lifting. (food, pots, pans, laundry, mopping, sweeping, vacuuming cleaning of toys and equipment)
- Lift, hold, and carry children to meet their emotional and developmental needs. (diapering, feeding, outside play, potty training, etc.)
- Assisting the teacher in any other appropriate ways
- Maintaining professional attitudes and loyalty to the center at all times
- Attending all staff meetings and recommended training programs and conferences

- Assist the lead teacher with allergy forms, meal count forms, medication forms, accident forms, and developmental forms for each child
- Implementing the policies and procedures for the child and adult care food program
- Prepare and serve meals.
- Assist in general cleaning duties in the kitchen.
- Administer prescribed medication and first aid when necessary.
- Maintain CPR, first aid, Washington State fingerprinting, food handlers card, YMCA orientation, TB test, DSHS clearance, child abuse prevention training, and blood borne pathogen certificate
- Display qualities of punctuality, dependability, and ability to follow directions from supervisory staff
- Maintain confidentiality regarding program families and staff
- Perform related duties as required
- Following sub-line procedure as specified by Center Director.

BENDING AND LIFTING ARE REQUIRED FOR THIS POSITION

I, _____ understand and accept the expectations described
(Print name)
 above for the position of _____.

Employee Signature: _____ Date _____

Supervisor Signature: _____ Date: _____