

## ASSISTANT TEACHER JOB POSTING (FT) OCTOBER 2023

### POSITION SUMMARY:

The Assistant Child Care Teacher will work with a small group of children under the coaching and supervision of a professional staff to ensure the care, safety and well being of the children assigned to her/his group. She/he will use the philosophy of the YMCA mission and the four core values (caring, honesty, respect and responsibility) to deliver and implement a program of the highest quality where every child has the opportunity to reach their fullest potential.

### ESSENTIAL FUNCTIONS:

1. Assist in supervising the group of children to which she/he is assigned (during classroom experience, during outdoor playground activities and while off the Center grounds).
2. Assist with the nap period duties including, but not limited to; setting out and replacing cots/mats/cribs; settling the children, i.e., rubbing backs, reading stories.
3. Have an ability to identify child abuse and have a clear understanding of reporting requirements and responsibilities.
4. Accompany the class to daily music, gymnastics and sports classes as well as to the bathroom playground.
5. Be responsible for keeping equipment and materials clean, accessible and in good condition.
6. Assist the teacher in keeping the classroom organized and neat.
7. Assume the responsibilities of the classroom teacher during her absence, with the direction and support of the director.
8. Assist in the preparation of materials for daily activities.
9. Be responsible for daily paperwork (i.e. accident reports, unusual incident reports) needed to maintain state code.
10. Assist in all bathroom procedures, diapering, potty training, hand washing, etc.
11. Assist the teacher with the planning of the curriculum through attendance at team teaching meetings monthly. Prepare and implement daily age/developmentally appropriate activities. Follow the NAEYC guidelines for age appropriate activities.
12. Maintain sensitivity and patience with children and parents and provide care to meet the individual child's and families needs. Maintain confidentiality at all time.
13. Notify teacher/director of any personal or programmatic problems and suggestions.
14. Maintain paperwork (timecards, parent communication, incident reports)
15. Maintain Personal Development Record up to date at all times.

### QUALIFICATIONS:

The incumbent must be at least 18 years of age. In addition, all candidates must be prepared to satisfy the training requirements for current CPR and First Aid Certification. The incumbent must also possess child development knowledge and an understanding of age-appropriateness. The ability to establish and maintain harmonious relationships with children, staff, parents, and the general public is essential.

### PHYSICAL DEMANDS:

- High school diploma or its equivalent
- Previous child care experience or related experience
- Some credits or classes in education or early childhood education a plus
- Excellent communication skills, both written and verbal
- Ability to work as part of a team

**HOURLY WAGE RANGE:** \$15.75-20.00 depending on skills/education/years of experience