



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## ALEXANDRIA AREA YMCA JOB DESCRIPTION

Job Title: **Assistant Teacher**

FLSA Status: Non-Exempt

Reports to: Child Care Director

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### POSITION SUMMARY:

Under the direction of the Child Care Director, and Lead Teacher, the individual will implement developmentally appropriate activities for an assigned group of children and assist the Lead Teacher as needed.

### ESSENTIAL FUNCTIONS:

1. Carry out activities and tasks assigned by Lead Teacher to provide a fun interactive learning environment for all children.
2. Assist Lead Teachers, Child Care Director, and Coordinator when necessary with duties as assigned.
3. Follow Department of Human Services (DHS) Rule 3 regulations regarding child care and YMCA policies. This includes, but is not limited to, standards of maintaining a safe physical environment, staff-to-child ratios, supervision, required documentation, and child guidance methods.
4. Communicate respectfully and professionally with parents/guardians regarding child's development.
5. Obtain required number of annual training hours as determined by DHS through workshops, conferences, in-service trainings, and staff meetings.
6. Guide children's behavior using positive, consistent, developmentally appropriate child guidance methods.
7. Handle internal problems within the room and bring matters to management staff when warranted.
8. Be knowledgeable and responsible for implementing emergency procedures.
9. Attend and participate in special events as scheduled; attend other YMCA functions as necessary.
10. Arrive at work on time and be accountable for given break/lunch time.
11. In the absence of the Lead Teacher in the classroom, be responsible for guiding children's activities as assigned by the Lead Teacher as well as assigning tasks for the Aide in the classroom; directly reporting back to the Lead Teacher.

### YMCA COMPETENCIES (Leader):

*Mission Advancement:* Models and teaches the Y's values. Ensures a high level of service with a commitment to changing lives.

Collaboration: Champions inclusion activities, strategies, and initiatives. Builds relationships to create small communities. Empathetically listens and communicates for understanding when negotiating and dealing with conflict. Effectively tailors communications to the appropriate audience. Provides staff with feedback, coaching, guidance and support.

Operational Effectiveness: Provides others with frameworks for making decisions. Holds staff accountable for high-quality results, frequently following up with management staff.

Personal Growth: Shares new insights. Facilitates change; models adaptability and an awareness of the impact of change. Utilizes non-threatening methods to address sensitive issues and inappropriate behavior or performance. Has the functional and technical knowledge and skills required to perform well; uses best practices and demonstrates up-to-date knowledge and skills in technology.

**QUALIFICATIONS:**

1. Be committed to the mission and goals of the YMCA and Child Care Center.
2. Must meet DHS Rule 3 Assistant Teacher qualifications.
3. Required to have some level of post-secondary education, preferably in early childhood, and/or some experience in licensed early childhood facilities.
4. Must complete and have a non-disqualified background study record.
5. Must be certified in CPR and First Aid with Blood borne Pathogens, or obtain within the first 90 days of employment.
6. Proof of completion of SIDS, Abusive Head Trauma, Child Abuse Prevention and Reporting before interaction with children.
7. Must take CACFP food program training and YMCA 101 within the first 90 days of employment.

**PHYSICAL DEMANDS:**

1. Must be in good physical, mental, and emotional health and may be required to lift children and light equipment (5-50lb).
2. Must be in constant awareness of the children’s safety, ensuring that activities follow rules and regulations which limit risk to the participants.
3. Required to speak and hear.
4. Required to reach with and use hands and arms.
5. Must be able to stand, walk, climb, balance, stoop, kneel, crouch, or crawl.
6. Must dress appropriately for the weather as both indoor and outdoor activities are scheduled.

**I have read the above job description and I fully understand the description represents our agreement as to the job tasks to be performed.**

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_