



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

YMCA JOB DESCRIPTION

Job Title: **Child Care Teacher Assistant**

FLSA Status: Non-Exempt

Reports to: Andrea Florendo, Child Care Director

POSITION SUMMARY:

Assists the classroom teacher in providing direction for the program and classroom, and implements program curriculum. Provides a quality experience to children and parents that focuses on the YMCA values: honesty, respect, responsibility, and caring.

ESSENTIAL FUNCTIONS:

1. Assists the classroom teacher in planning and implementing a curriculum that is aligned with the Rhode Island Early Learning Standards.
2. Prepares daily lesson/activity plans for the classroom teacher.
3. Supervises the children, classroom, and all activities.
4. Makes ongoing, systematic observations and evaluations of each child at the request of the classroom teacher.
5. Maintains positive relationships and effective communication with parents. Engages parents as volunteers.
6. Maintains program site and equipment. If there are any concerns, notify Supervisor.
7. Assists classroom teacher with required program records; assessments, progress reports, daily communication, observations, documentation.
8. Attends and participates in family nights, program activities, monthly staff meetings, and staff training. Must participate in a minimum of 20 hours of professional development in the Early Childhood field. Training must include DHS Health and Safety online training.
9. It is encouraged that within 6 months of employment, the assistant enters into a Rhode Island Early Learning Standards (RIELS) training.
10. Assists in serving meals and refreshments to the children.
11. Summer Camp: Plan and implement daily lesson/activity plans. Supervise children at the pools, playground, classrooms, restrooms, and field trips. Children must be supervised at all times.
12. Completes Praesidium online training, OSHA, and all other trainings that are mandatory prior to working with children. CPR training must be complete within 30 days of employment.

YMCA COMPETENCIES (Leader):

Mission Advancement: Accepts and demonstrates the Y's values. Demonstrates a desire to serve others and fulfill community needs. Recruits volunteers and builds effective, supportive working relationships with them. Supports fund-raising.

Collaboration: Works effectively with people of different backgrounds, abilities, opinions, and perceptions. Builds rapport and relates well to others. Seeks first to understand the other person’s point of view, and remains calm in challenging situations. Listens for understanding and meaning; speaks and writes effectively. Takes initiative to assist in developing others.

Operational Effectiveness: Makes sound judgments, and transfers learning from one situation to another. Embraces new approaches and discovers ideas to create a better member experience.

Establishes goals, clarifies tasks, plans work and actively participates in meetings. Follows budgeting policies and procedures, and reports all financial irregularities immediately. Strives to meet or exceed goals and deliver a high-value experience for members.

Personal Growth: Pursues self-development that enhances job performance. Demonstrates an openness to change, and seeks opportunities in the change process. Accurately assesses personal feelings, strengths and limitations and how they impact relationships. 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. Must have High School Diploma; Teacher Assistant Certification is a plus.
2. Must be at least 18 years of age.
3. CPR, First Aid, AED certifications, OSHA, and Child Abuse prevention training within 30 days of hire date.
4. Previous experience working with children in a developmental setting preferred.
5. Ability to plan, organize and implement age-appropriate/developmentally appropriate program activities.
6. Previous experience with diverse populations. Ability to develop positive, authentic relationships with people from different backgrounds.

PHYSICAL DEMANDS

Ability to plan, lead and participate in activities. Must be able to lift 20 pounds.

Employee Signature

Date