

YMCA OF CATAWBA VALLEY

Job Description

Job Title: Preschool Assistant Teacher
Reports To: Program Director

Location: Lincoln County YMCA
Job Status: Part-Time; Non-Exempt

General Function:

Under the direction of Program Director, or branch specific designee, and in accordance with the Christian mission of the YMCA, the Preschool Assistant Teacher will assist in implementing all classroom activities and lesson plans. The Preschool Assistant Teacher assumes shared responsibility for the welfare, supervision and safety of the children enrolled in the programs and will help to ensure quality programs, safe activities, and participant satisfaction. Work towards the mission of the YMCA, while also fostering a love of learning within a community of quality, play-based education.

Minimum Standards/Required Certifications:

- The qualified candidate must be at least 18 years old.
- Completion of HS diploma or equivalency.
- Minimum of 1-year previous child care experience required.
- Completion of 20 hours of training in early childhood education and curriculum best practices annually.
- Completion of Basic Safety Series and Child Abuse Prevention trainings upon hire and annually thereafter.
- Ability to work with diverse populations.
- Strong communication skills.
- Ability to work in a fast paced, team environment.

Key Responsibilities:

- Responsible for the supervision, safety and care of children in the assigned preschool area.
- Assist Lead Teacher with the implementation of daily lesson plans and activities.
- Lead small group lessons and modify based on children's diverse abilities.
- Lead large group activities including circle time, calendar, group games, etc.
- Assist in classroom behavior management.
- Assist with check in and check out procedures.
- Assist in classroom prep and clean-up as well as that of common areas in the preschool.
- Maintain knowledge of and enforce all applicable policies.
- Attends staff meetings and trainings as scheduled.
- Promotion and implementation of YMCA mission.

Physical Requirements:

- Ability to work irregular work hours.
- Ability to walk, stand, and sit (including on the floor) for long periods of time.
- Exposure to communicable diseases and bodily fluids.
- Must be able to lift and/or assist children up to 50 pounds in weight.
- Must be able to lift and carry food and supplies weighing up to 20 pounds.
- Ability to stand or sit while maintaining alertness for several hours at a time.
- Position may require bending, leaning, kneeling, and walking.
- Ability to speak concisely and effectively communicate.
- Visual and auditory ability to respond to critical situations and physical ability to act swiftly in an emergency
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Safety Policy:

The Preschool Assistant Teacher will be responsible for observing the following rules.

- No Alcohol or drugs will be used on the job at any time.
- Report all job accidents the same day the accident happens.
- Obtain authorization from your supervisor for all non-emergency treatments for accidents.
- Wear seat belts at all times in company vehicles.
- Keep the area where you work clean and neat at all times.
- Do not remove or bypass any guards on any machinery at any time.
- Ask your supervisor when you need additional equipment or instructions to get the job done safely.
- Lift with your legs, not your back, and get assistance with loads over 50 pounds.
- Advise your supervisor of any hazardous conditions.
- Follow all other written and spoken safety rules.

Effect on End Result:

This position has a key impact on the over-all effectiveness with which the Association accomplishes its aims and objectives in service to the community. This Preschool Assistant Teacher position is expected to have a lasting impact on the growth and development of YMCA services in Catawba Valley.

90-Day Introductory Period:

A 90-day review will be conducted after the employee start date. The purpose of such an initial introductory period is to provide an opportunity for both the YMCA of Catawba Valley and the new employee to assess their respective satisfaction with and suitability to the job.

Employee**Date**

Supervisor**Date**