



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

YMCA JOB DESCRIPTION

Job Titles: Assistant Teacher and Lead Teacher positions

FLSA Status: Non-Exempt

Location: Bright Beginnings Cntr

Reports to: Child Care Director

Date: October 2023

POSITION SUMMARY:

Under the general direction of the Child Care Director, the Teacher Assistant and the Lead Teacher are responsible for planning and implementing the daily program as it relates to children and their classroom activities. Major emphasis is on program excellence and developing quality care of the highest standard. The staff will maintain ongoing program continuity by ensuring that schedules, programs and facility use plans are followed. The incumbent will supervise any staff and volunteers that are assigned to them, maintain a safe environment for all participants, and communicate with parents/guardians regularly. The position is responsible for demonstrating YMCA leadership competencies to ensure the mission, purpose, image and core values of the Plattsburgh YMCA are conveyed.

OUR CULTURE:

Our mission and core values are brought to life by our culture. In the Y, we strive to live our cause of strengthening communities with purpose and intentionality every day. **We are welcoming:** we are open to all. We are a place where you can belong and become. **We are genuine:** we value you and embrace your individuality. **We are hopeful:** we believe in you and your potential to become a catalyst in the world. **We are nurturing:** we support you in your journey to develop your full potential. **We are determined:** above all else, we are on a relentless quest to make our community stronger beginning with you.

ESSENTIAL FUNCTIONS:

- Plan, prepare and execute an age-appropriate, values-based curriculum, including being ready and on-time for each class with all materials.
- Maintain attendance and information sheets on each child enrolled in the program.
- Plan events to involve parents and families in the program.
- Maintain communication with parents through daily conversations, newsletters, and parent app.
- Responsible for the overall classroom appearance, and related equipment.
- Provide guidance to program assistants, and volunteers.
- Attend all required meetings and training.
- Maintain required certifications.
- All other duties as assigned.

EDUCATION QUALIFICATIONS:

- To be qualified for the **Lead Teacher** position the candidate must possess an Associate's degree in Early Childhood, Child Development or a related field; AND one year of experience related to caring for infants and toddlers; OR an Infant and Toddler Child Care and Education Credential, Infant Toddler Child Development Associate Credential (CDA) or other recognized credential specific to the infant/toddler development period AND two years of experience related to caring for children. OR 9 college credits in Early Childhood, Child Development or a related field, with a plan of study leading to an Infant and Toddler Child Care and Education

Credential, Infant Toddler Child Development Associate Credential, other Office-recognized credential specific to the infant/toddler developmental period or an Associate's degree in Early Childhood, Child Development or a related field; and two years of experience related to caring for children, one of which must be related to caring for infants or toddlers.

- To be qualified as an **Assistant Teacher**, a person must possess either: (i) a High School Diploma or its equivalent; OR one year of experience working with children less than 13 years of age.

OTHER QUALIFICATIONS:

- Demonstrated knowledge of developmentally appropriate practice.
- Must have prior child care experience.
- Bring to this position maturity, responsibility, and a sincere interest in working with children.
- Possess strong interpersonal, communication, and organization skills.
- Must possess CPR/AED and First Aid certifications or have the ability to obtain the certifications within 60 days of employment.

PHYSICAL REQUIREMENTS:

- Ability to supervise children by sight and sound at all times.
- Ability to move quickly to react to safety issues in the setting (i.e. climbing, aggressive behavior).
- Ability to move around the room to assist children and supervise children with daily activities, social interaction, physical and emotional needs.
- Ability to lift young children and objects (supplies) up to 40 lbs.
- Ability to work in all elements (i.e. outside in all weather)

WORK ENVIRONMENT & PHYSICAL DEMANDS:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- This work is primarily performed indoors and may require any one or more of the following physical activities: climbing, bending, stooping, kneeling, twisting, reaching, sitting, standing, walking, lifting, finger dexterity, grasping, repetitive motions, talking, hearing, and/or visual acuity.
- Must be able to sit and stand for extended periods of time and not become distracted.
- The noise level in the work environment is usually moderate.

HEALTH AND SAFETY EXPECTATIONS:

- Employees must maintain a safe work environment free of clutter, debris and hazardous conditions.
- Report all accidents/incidents involving themselves, members/program participants, guests or other employees and complete accident/incident reports immediately.
- Follow all COVID-19 safety and protocol guidelines laid out by the Plattsburgh YMCA, Department of Health, and CDC.
- Be familiar with Emergency Procedures and specific duties assigned to them.

- Be familiar with additional safety responsibilities specific to their position.

The Plattsburgh YMCA is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, domestic violence victim status or any other characteristic protected by law.

SIGNATURE:

I have reviewed and understand this job description.

Employee's name

Employee's signature

Today's date: _____

EFFECT ON END RESULT:

With consistent focus and delivery of the core operating objectives and good to great expectations, the YMCA will be recognized by the community as providing excellent service to all who walk through our doors or contact us on the phone. The YMCA will effectively connect and build relationships with its members and the community, resulting in continued growth in membership, programs and special services.

Signature

Date

