DEFIANCE AREA YMCA

Job Description: Child Care Assistant Teacher/Early Childhood Assistant Teacher
Reports to: Lead Teacher, Director
Position Type: Part-Time

General Function

Under the direction of the Site Director and/or Assistant Director and Lead Teacher, the Child Care Assistant Teacher carries out day-to-day tasks assigned by the Lead Teacher at the specified site. The position assists with leading program activities, assessment, snack preparation, and communicating effectively with children, their parents, YMCA personnel, and center guests when needed and as assigned by the Lead Teacher.

Qualifications

- An understanding and knowledge of children, their behavior, and development.
- Specific knowledge of developmentally appropriate practices for the age group served.
- Must have or enroll in CPR, First Aid, Child Abuse Prevention, and Prevention of Infectious Diseases.
- Warm and friendly personality and willingness to interact with children.
- Meet ODJFS licensing qualifications in training and background check.

Essential Duties and Responsibilities

- Maintain a safe and secure environment for children, being aware of child activities at all times.
- Work as a team member with other staff.
- Help maintain a learning environment with developmentally appropriate activities.
- Communicate effectively with children, their parents, other YMCA staff, and center guests.
- Report concerns to the supervisor.
- Respond to emergencies according to YMCA procedures.
- Maintain confidentiality regarding personal information on children and staff.
- Take direction from the Lead Teacher.
- Follow directions and complete assigned tasks given by the Lead Teacher and Site Director.
- Follow applicable program curriculum and learning guidelines.
- Help maintain daily anecdotal and other program records, as applicable.
- Attend family events.
- Help update child portfolios, as applicable.
- Assist with self-assessments, child assessments, and environmental assessments.

- Follow YMCA child care policies and procedures, as applicable, and ODJFS licensing standards.
- Help implement daily lessons and prepare materials and supplies.
- Help with general housekeeping tasks.
- Maintain a professional attitude.
- Treat children with dignity and speak to them in a friendly, positive, and courteous manner while developing the YMCA character values of caring, faith, honesty, respect, and responsibility.
- Encourage children to share experiences, feelings, and ideas.
- Foster children's independence, such as cleaning up toys and hand washing.
- Use positive guidance techniques, including redirection and encouraging appropriate behavior.
- Attend staff meetings and training as requested by the Lead Teacher or Director.
- Attend 15 hours of in-service training annually until a 45-hour in-service training certificate is issued.
- Know emergency procedures.
- Help maintain a high-quality learning environment.
- Model healthy living and lifestyle.
- Assist with other duties as assigned.

Work Schedule

Must be available during Child Care Center and/or Early Childhood program hours, with flexibility to work evenings or additional hours as needed.

Work Environment and Physical Requirements

These physical demands are representative of the requirements for this position. Reasonable accommodations may be made for employees with disabilities.

The employee frequently sits, talks, and hears, and occasionally stands, walks, handles objects, and reaches with hands and arms. The employee may occasionally lift or move up to 40 pounds. Close and distance vision are required. The work environment is usually moderately noisy.

Collaboration: Works effectively with people of different backgrounds, abilities, opinions, and perceptions. Builds rapport, listens to understand, remains calm in challenging situations, and communicates effectively.

Operational Effectiveness: Makes sound judgments, transfers learning between situations, embraces new approaches, establishes goals, clarifies tasks, plans work, participates in meetings, follows procedures, reports irregularities, and strives to deliver a high-value experience.

Personal Growth: Pursues self-development, remains open to change, understands personal strengths and limitations, and maintains the knowledge and skills needed to perform effectively.

YMCA Expectations

All employees are expected to represent the YMCA professionally, support its mission and values, follow organizational policies, maintain appropriate boundaries with youth, and contribute to a safe, positive, and welcoming environment for members and participants.

Signature: _____ Date: _____

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