



**FOR YOUTH DEVELOPMENT  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY**

## **Tri-Cities Family YMCA Job Description**

**Position Title:** Associate Teacher  
**Reports to:** Preschool Program Director and  
Senior Program Director

**Category:** Part-time, non-exempt  
**Date:** June 2019

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### **Mission**

To put Christian principles into practice through programs that build healthy spirit, mind, and body for all.

### **Overall Function**

Under the supervision of the Preschool Program Director and Senior Program Director, provide care and supervision of children, as well as establish positive relationships with children and families enrolled in the Learning Tree preschool program. Support the lead teacher in the planning, development, and implementation of classroom activities. This position requires face-to-face interaction in these programs and may involve early morning and evening responsibilities.

### **Qualifications**

1. Associates degree, CDA, or higher, in early childhood education, child development, or related field.
2. Prior classroom experience working with children 4-5 years, preferred.
3. Prior classroom experience and knowledge of the Creative Curriculum, preferred.
4. Compliant with all licensing qualifications.

### **Customer Service Statement**

Our number one goal is to provide outstanding customer service. Every YMCA employee is expected to be: a good listener, knowledgeable, friendly, professional, helpful, and willing to go the extra mile to EXCEED the customer's expectations. We demonstrate the values of caring, honesty, respect, and responsibility as role models in the Tri-Cities Family YMCA and the community at large.

### **Areas of Direct Responsibility**

YMCA Learning Tree Preschool Program

### **Essential Overall Functions**

- Perform classroom-teaching duties as assigned.
- Work cooperatively with the lead teacher in all areas of planning and assessment.
- Be prepared. Support the lead teacher with planning and prepare and provide the materials necessary to execute lesson plans at least one week prior to execution in the classroom. Insure that all materials and equipment are available to execute lesson plans.
- Assist the lead teacher in developing the curriculum to meet the goals and objectives of the Creative Curriculum and the preschool program as well as the specific needs of individual children in the preschool program.
- Assist lead teacher in keeping records of the students' progress, routines, and interests, and keep parents informed about their child's development through individual meetings and scheduled conferences. Support the lead teacher with all necessary documentation and assessments.
- Cooperate with lead teacher in developing and maintaining the continuity and excellence of the preschool program.
- Assist lead teacher in leading age appropriate activities in: crafts, games, songs, stories, movement, and activities that promote the development of skills across the curriculum (language, literacy, math, physical, and social skills).
- Model appropriate behavior for children to follow.
- Ability to effectively communicate in a pleasant and positive manner with children, families, YMCA members, YMCA staff members, and the staff and families of Holmes Elementary.
- Develop and maintain open communication with all parents. Notify lead teachers when there is a concern that needs to be addressed.

- Provide continuous supervision at all times, even during play and game activities with children, so as to maintain order and discipline.
- Fill in for the lead teacher in his/her absence and maintain the function of the classroom.
- Attend 24 clock hours of training per school year as mandated by state licensing. Three hours need to be in special needs or cultural diversity. Complete all necessary CPR/First Aid requirements.
- Communicate with the director any problems, concerns or suggestions regarding the children or program.
- Show enthusiasm when in the classroom, engaging the children at their level and treat all children fairly and with respect.
- Will promote and follow all Y-USA HEPA (Healthy Eating and Physical Activity) guidelines for the preschool program.
- Assist the YMCA in positively marketing the facility and programs to YMCA members and community.
- Be punctual and dependable. Arrive 20 minutes prior to class time and obtain own substitute if unable to work scheduled shift.
- Assist lead teacher in keeping an accurate inventory of supplies and equipment and notify director when replacement or repair is necessary.
- Provide a clean, safe environment for classroom activities. Keep room, work areas, toys, and equipment clean at all times.
- Be familiar with emergency procedures and protocol as well as licensing rules and regulations.
- Attend staff meetings and meet with the Child Development Director as scheduled.
- Dress appropriately for teaching and contact with children and parents.
- Be in assigned area at all times while clocked in.
- No cell phone calls/texts or social media activities will be made or answered during classroom hours.
- Maintain a positive relationship with school staff and board of education members (if applicable).

#### **Disclaimer**

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified.

#### **Basic Hours**

M-F, 8:15 am-4:00 pm (as scheduled), staff training, back to school nights, family fun nights, and fundraisers.

#### **Environment**

School setting and classroom environment with high level of contact with program participants and their families as well as the community. Various hours that may include early mornings and/or late evenings. Some off site travel and work required.

#### **Health and Safety Requirements**

Employees are advised on OSHA Standards through required signage and administrative updates as compliant with federal law.

#### **PHYSICAL DEMANDS**

Employee can demonstrate sufficient strength, agility, and mobility to perform the essential functions of the position.