



FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Tri-Cities Family YMCA Job Description

Position Title: **Learning Tree Preschool Associate Teacher**

Reports to: **Child Development Director**

Overall Function

Under the supervision of the Program Director, provide short term care and supervision of children in the Learning Tree preschool program.

Qualifications

1. Previous experience working with 2-5 year olds. Associates degree, CDA, or higher, in early childhood education, child development, or related field preferred.
2. Prior classroom experience preferred.
3. Completion of 24 annual clock hours in professional development.
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

- Be prepared. Provide teachers with 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.
- Cooperate with lead teachers in developing and maintaining the continuity and excellence of the preschool program.
- Be familiar with emergency procedures and protocol as well as licensing rules and regulations.
- 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.
- Assist 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, and YMCA staff members. 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.

- 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.
- Assist the YMCA in positively marketing the facility and programs to YMCA members and community.
- Be punctual and dependable. Arrive 25 minutes prior to class time and obtain own substitute if unable to work scheduled shift.
- Assist lead teachers 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.
- Attend staff meetings and meet with the 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.

Basic Hours

M-F, 8:45 am-3:15 pm (as scheduled), back to school nights, family fun nights, and fundraisers.

Environment

76,000 square foot facility with high level of contact with members and community. Various hours that may include early mornings and/or late evenings. Some off site work needed.

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.

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.