



FOR YOUTH DEVELOPMENT  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## Tri-Cities Family YMCA Job Description

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

Status: **Part time, Non-Exempt**

Reports to: **Senior Program Director**

Revision: August 2022

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### POSITION SUMMARY

This position supports the work of the Y, a leading nonprofit, charitable organization committed to strengthening community through youth development, healthy living and social responsibility. Under the supervision of the Program Director, provide short term care and supervision of children in the Learning Tree preschool program.

### 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.

### 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.
- Performs other duties as assigned.

### **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. Required to be completed in the first 30 days of employment:
  - Certifications: Basic life support or professional rescuer CPR/AED, first aid, and emergency oxygen administration
  - Child abuse prevention training
3. Prior classroom experience preferred.
4. Completion of 24 annual clock hours in professional development.
5. Compliant with all licensing qualifications.

### **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 successfully perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **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.