



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## PIEDMONT FAMILY YMCA JOB DESCRIPTION

Job Title: **School-Aged Child Care Teacher**

Job Code: 540

Status: Part-Time

Revision Date: August 2016

Reports to: School-Aged Child Care Director

---

### POSITION SUMMARY:

Provides direction for the program and classroom, and implements program curriculum. Provides a quality experience to children and parents that focuses on the YMCA values: honesty, respect, responsibility, and caring.

### ESSENTIAL FUNCTIONS:

1. Implements curriculum within the established guidelines.
2. Designs and implements daily lesson/activity plans consistent to YMCA Healthy Eating and Physical Standards, Achievement Gap, and the School-Aged Child Care Curriculum..
3. Supervises the children, classroom, and all activities.
4. Makes ongoing, systematic observations and evaluations of each child.
5. Conducts parent conferences, and maintains positive relationships and effective communication with parents. Engages parents as volunteers.
6. Maintains program site and equipment.
7. Maintains required program records.
8. Attends and participates in all family nights, program activities, and staff meetings.
9. Actively seeking to continuously update skills by attending outside workshops and constantly whenever possible, by becoming active in professional organizations and constantly seeking new ideas and materials.

### YMCA COMPETENCIES (Leader):

Mission Advancement: Accepts and demonstrates the Y's values. Demonstrates a desire to serve others and fulfill community needs. Recruits volunteers and builds effective, supportive working relationships with them. Supports fund-raising.

Collaboration: Works effectively with people of different backgrounds, abilities, opinions, and perceptions. Builds rapport and relates well to others. Seeks first to understand the other person's point of view, and remains calm in challenging situations. Listens for understanding and meaning; speaks and writes effectively. Takes initiative to assist in developing others.

Operational Effectiveness: Makes sound judgments, and transfers learning from one situation to another. Embraces new approaches and discovers ideas to create a better member experience.

Establishes goals, clarifies tasks, plans work and actively participates in meetings. Follows budgeting policies and procedures, and reports all financial irregularities immediately. Strives to meet or exceed goals and deliver a high-value experience for members.

*Personal Growth:* Pursues self-development that enhances job performance. Demonstrates an openness to change, and seeks opportunities in the change process. Accurately assesses personal feelings, strengths and limitations and how they impact relationships. Has the functional and technical knowledge and skills required to perform well; uses best practices and demonstrates up-to-date knowledge and skills in technology.

**QUALIFICATIONS:**

1. Meets educational and experience qualifications established by the Department of Social Services Division of Licensing.
2. At least 18 years of age.
3. Child Abuse prevention training within 30 days of hire date.
4. At least one year of experience working with children in a developmental setting preferred.
5. Ability to plan, organize and implement age-appropriate/developmentally appropriate program activities.
6. Previous experience with diverse populations. Ability to develop positive, authentic relationships with people from different backgrounds.
7. Must participate in required in-service training.

**PHYSICAL DEMANDS**

Ability to plan, lead and participate in activities.

*I have read and understand the School-Aged Child Care Teacher responsibilities for the Piedmont Family YMCA School-Aged Child Care Program. I understand that my failure to comply with the responsibilities as stated above may ultimately result in dismissal from the YMCA.*

\_\_\_\_\_  
SCHOOL-AGED CHILD CARE TEACHER'S SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SCHOOL-AGED CHILD CARE DIRECTOR'S SIGNATURE

\_\_\_\_\_  
DATE