



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

PIEDMONT FAMILY YMCA JOB DESCRIPTION

Job Title: **ASSISTANT TEACHER**

Leadership Level: Leader

Status: F/T

Reports to: Early Learning Center Assistant Director

Pay Range: \$12-\$15/hr

FLSA Status: Non-Exempt

Department: Child Care

Revision Date: 1/22/19

POSITION SUMMARY:

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

ESSENTIAL FUNCTIONS:

- Assist teachers in implementing curriculum within the established guidelines.
- Designs and implements daily lesson/activity plans.
- Adheres to program standards including safety and cleanliness.
- Makes ongoing, systematic observations and evaluations of each child.
- Conducts parent conferences, and maintains positive relationships and effective communication with parents. Engages parents as volunteers.
- Maintains program site and equipment.
- Maintains required program records.
- Maintain thorough knowledge of the licensing standards set forth by the Commonwealth of Virginia and maintain compliance at all times.
- Attends and participates in all family nights, program activities, and team meetings.
- 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.

LEADERSHIP COMPETENCIES:

Advancing Our Mission & Cause: Engaging Community, Volunteerism, Philanthropy, Change Leadership

Building Relationships: Collaboration, Communication & Influence, Inclusion

Leading Operations: Critical Thinking & Decision Making, Fiscal Management, Functional Expertise, Innovation, Program/Project Management

Developing & Inspiring People: Developing Self & Others, Emotional Maturity

QUALIFICATIONS:

- Meets educational and experience qualifications established by the Department of Social Services Division of Licensing.
- At least 18 years of age.
- At least one year of experience working with children in a developmental setting preferred.
- Ability to plan, organize and implement age-appropriate/developmentally appropriate program activities.
- Previous experience with diverse populations. Ability to develop positive, authentic relationships with people from different backgrounds.

- Participation in required in-service training (16 hours) annually.
- Pre-employment drug testing.

WORK ENVIRONMENT & PHYSICAL DEMANDS:

- Ability to plan, lead and participate in activities.
- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SIGNATURE:

I have reviewed and understand this job description.

Employee's name

Employee's signature

Today's date: _____