



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## PIEDMONT FAMILY YMCA JOB DESCRIPTION

Job Title: **CERTIFIED TEACHER**

Leadership Level: Leader 5

Status: F/T

Reports to: Site Supervisor

Pay Range: \$20-\$25/hr

FLSA Status: Non-Exempt

Department: Youth & Family

Revision Date: 7/30/20

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In these uncertain times, the YMCA is needed now more than ever, and we need your help! We are looking for great staff to join our new Virtual Learning Program at the Brooks Family YMCA this fall to assist working parents out there that are unable to stay home with their children and supervise their virtual classes.

### POSITION SUMMARY:

Supervises an academic environment in which children learn through their schools' virtual platform. Maintains quiet classroom environment, keeps students on task, and provides support to students as needed. Provides a quality experience to children and parents focused on YMCA core values: honesty respect, responsibility, and caring.

### ESSENTIAL FUNCTIONS:

- Must be able to work between 8:00am-5:00pm, Monday-Friday.
- Certified teacher, knowledgeable of standards and curriculum for K-5<sup>th</sup> grades or have worked in K-5<sup>th</sup> grade classroom and understands the standards.
- Manages a quiet classroom environment for children to complete their remote learning assignments.
- Ensures students stay on task and complete their assignments.
- Supports students if they have questions or technology challenges.
- Shares updates with parents about student progress.
- Familiarizes themselves with online platforms.
- Adheres to program quality and fidelity standards.
- Attends staff meetings and trainings.
- Follows YMCA policies and procedures, including those related to medical and disciplinary situations, child abuse prevention and emergencies.
- Maintains positive relationships with parents and other staff. Models relationship-building skills in all interactions.
- Models relationship-building skills in all interactions. Develops and maintains collaborative relationships with community organizations. Maintains regular, clear, and concise communication within area of responsibility.
- Maintains thorough knowledge of the licensing standards set forth by the Commonwealth of Virginia and maintain compliance at all times.
- Maintains ongoing communication with Site Director.
- Performs other duties as assigned.

**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 21 years of age.
- At least one year of supervision skills and experience working with children 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 (24 hours) annually.

**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.
- Ability to walk, stand, and sit (including on the floor) for long periods of time.

**SIGNATURE:**

I have reviewed and understand this job description.

\_\_\_\_\_  
Employee’s name

\_\_\_\_\_  
Employee’s signature

Today’s date: \_\_\_\_\_