



## YMCA of Cass and Clay Counties Job Description

**Position Title:** Early Learning Center Assistant Teacher

**Department:** Learning Centers

**Employee Type:** Non-Exempt

**Supervisor:** Learning Center Site Director or Preschool Coordinator

**YMCA Leadership Level:** Leader

**Background Check Level:** 1: SS# Check, AKA Verification, Criminal Background, Sex Offender

**Revision Date:** 7/21/2021

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### National YMCA Mission:

To put Christian principles into practice through programs that build a healthy spirit, mind and body for all.

### YMCA of Cass and Clay Counties' Mission:

The YMCA of Cass and Clay Counties is a not-for-profit community service organization dedicated to enhancing the spirit, mind and body of all persons through quality leadership, programs, services and facilities.

### The YMCA's:

- **Cause:** Strengthening Community
- **3 Pillars:** Youth Development, Healthy Living, Social Responsibility
- **Core Values:** Caring, Honesty, Respect, Responsibility, Health
- **Voice Attributes:** Nurturing, Genuine, Hopeful, Determined, Welcoming

### Position Summary:

This position assists the Early Learning Center Teacher in the safe supervision of an assigned group of children while planning a creative curriculum environment and assisting with documentation. This position will also assist the Early Learning Center Teacher in providing a variety of activities to enhance gross and fine motor skills, social/emotional development, and provide them with sensory and cognitive experiences.

### Supervision of:

None

### Required Education, Certifications, Experience:

- At least 18 years old AND
- HS Diploma or GED AND
- 6 months of paid experience working with children (not including babysitting)

And must also complete:

- Within 90 days of hire: CPR/First Aid/AED Certification for Adult, Child and Pediatrics
- Within 90 days of hire: 15 hours of basic childcare training through Child Care Aware
- 25 additional hours of Growing Futures approved level 2 trainings **OR** ten clock hours of ND Core Competency Area II or VI **OR** three semester credit college course work in competency area.

Prefer one of the following:

- An Associate's Degree in a related field OR
- A Bachelor's Degree in an unrelated field OR
- A Child Development Associate (CDA) Credential – Will allow 18 months upon hire to complete

### **Highly Desired Knowledge, Skills and Abilities:**

1. Positive, effective, calm and professional communication – verbally and written – with staff, members, children, parents and others – tailoring the communication style to the appropriate audience
2. The ability to work effectively with people of different backgrounds, abilities, opinions and perceptions
3. Excellent customer service skills
4. Self-motivated
5. Resourcefulness
6. Ability to maintain confidential information
7. Has a basic understanding of safety procedures

### **Essential Functions - YMCA Competencies:**

1. Communication and Influence
2. Critical Thinking and Decision Making
3. Functional Expertise
4. Emotional Maturity

### **Essential Functions – Job Specific Competencies:**

1. Assists the Teacher in planning a creative curriculum environment including changing out of classroom materials and supplies that support the learning of the specific group of children.
2. Assists the Teacher with documentation.
3. Engages in positive staff-child interaction along with positive parent-teacher interactions
4. Assists in taking the children on field trips as assigned. Dresses and swims with children if the trip involves swimming
5. Assists in promoting a healthy, emotional, social, intellectual and physical environment of each child
6. Assists in serving meals in a family style setting and in developing good nutritional habits
7. Assists in maintaining a physical environment that is clean, neatly organized and conforms to governmental and agency standards for the physical safety and well-being of the children and adults who use the center, assists in taking responsibility for the upkeep of all of the equipment and materials, encourages children's participation in the upkeep of these materials.
8. Executes developmentally appropriate experience using a variety of materials in the field of art, math, music, science, physical movement and literature, posts daily schedules and curriculum in the classroom
9. Must be prepared to justify the presentation of a particular environment, materials, or activity in terms of appropriateness
10. Relates to parents positively when approached, referring problematic questions or situations to the Teacher as needed
11. Assumes responsibility for maintaining a level of knowledge in child development through reading, workshops, conferences, college courses and in-service training
12. Assists the Teacher as needed and maintains good communication
13. May be asked to help plan activities and give input on curriculum ideas, which would promote the healthy emotional social intellectual and physical development of each child
14. Participates in preparing for and attending special events, open houses and parent involvement activities as scheduled; attends other YMCA functions as necessary

### **Maintain the health & safety of the children by:**

1. Supervising children by sight and or sound at all times
2. Keeping within child to staff ratio by knowing and tracking the number of children in group
3. Following classroom and play area rules, routines and procedures
4. Following emergency procedures and administering first aid when needed
5. Maintaining and completing required documentation as assigned and directed
6. Cleaning and sanitizing classroom materials, equipment and furniture

**Essential Functions – Other:**

1. Is on time and present for scheduled shift; when unable to work scheduled shift – follows policy for finding a substitute to work for you and/or notifying your supervisor.
2. Attends mandatory departmental meetings and training sessions as required
3. Maintains a neat and clean work area, free of hazards
4. Follows YMCA policies and departmental procedures
5. Follows all emergency and safety procedures
6. Wears name tag and follows dress code at all times per department policy
7. Other duties upon request by immediate supervisor

**Physical Requirements:**

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions, provided it does not impose an “undue hardship” on the employer.

- More than 50% of the time: Fine dexterity; Forceful grasping; Seeing; Tactile sense; Speaking; Hearing; Understanding the English language; Reading & Writing the English language; Pushing or Pulling up to 25 lbs; Lifting or Carrying up to 25 lbs; Lifting overhead up to 25 lbs; Sitting in a chair; Sitting on the floor/ground; Standing; Walking; Light grasping;
- Less than 50% of the time: Running; Bending; Crawling; Kneeling, Squatting; Twisting; Reaching above head; Keyboard and Mouse use; Pushing or Pulling 20 to 50 lbs; Lifting or Carrying 20 to 50 lbs; Working at heights; Swimming

**The YMCA:**

- Retains the right to revise this job description or change or assign other duties to this position
- Is an Equal Opportunity Employer
- Conducts pre-employment background checks on all employees.

**Acknowledgement for Receipt of Job Description:**

I understand that the above statements are intended to describe the general nature and level of work being performed by the individuals assigned to this position. I am expected to follow all aspects of this job description including the mission, cause, 3 pillars, core values and voice attributes. This job description is not intended to be an exhaustive list of all duties, and I understand that there may be other duties requested of me. I have received a copy of this Job Description and have read and understand its contents and by signing below am stating that I will perform this position with or without accommodations. If I feel that I need any accommodations as allowed by law – I will discuss this with my supervisor.

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Employee Name (Printed)

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Employee Signature

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Date