

Decatur County Family YMCA
Job Description
Title: Preschool Teacher and Assistant
Supervisor: Child Care Director

General Function: Under the direction of the Child Care Director and in keeping with established policies, the preschool teachers and assistants assume responsibility for directing activities and executing daily lesson plans. The teachers and assistants will work with the other staff to provide a program that fosters children's social, physical, spiritual, and mental growth in a safe atmosphere, consistent with the YMCA's mission. Teachers and assistants will also work in any support role necessary for the successful operation of the overall Preschool programs.

Entry Requirements:

- Must be 18 years of age or older
- Must have obtained a high school diploma or higher education degree
- Must have the ability to work well with children in cooperation with other staff, parents, and child care director
- Must be able to perform essential functions as listed
- Must agree to a criminal record check

Job Requirements:

- Upon the request and consent of the child care director you need to obtain a TB test
- Must obtain CPR and First Aid certifications within three month of being hired and to keep it current.
- Must model the values of caring, honesty, respect, and responsibility
- Must understand the needs of children ages 2 and a half to 5
- Must communicate well with others and have sound decision making skills, versatility, initiative, and strong human relation skills.
- Learn state licensing regulations as they apply to the program and assist in maintaining them
- Must attend YMCA required trainings (12 hours per year; each year for full year employees)
- Must attend state required trainings during the first three months of employment (CPR, First Aid, New Employee Orientation, Child Abuse and Neglect)
- Be able to take directions on a day to day basis and be able to make changes quickly

Principle Activities Required:

- To facilitate and guide the teaching of caring, honesty, respect, and responsibility
- Assist the Child Care Director in providing a quality curriculum that includes adult directed activities and center choices that takes into consideration the needs of each child and the goals and objectives of the YMCA
- Be a role model to the students
- Must know and follow the YMCA emergency procedures
- Assume responsibility for the safety of the children at all times
- Implement daily/weekly/monthly lesson plans under the supervision of the child care director
- Be responsible for daily record keeping and adherence to all requirements
- Attend all staff meetings and in-service training as required by the Y and the child care director
- Rooms need to be cleaned before leaving your shift
- Attend parent conferences if necessary
- Assist in planning and implementing parent-child activities
- Assist with meals and/or snacks as needed
- Must be prepared to work on snow days, record/conference days, and holiday day camps

Essential Functions:

- Must be able to visually supervise the children
- Must be able to communicate verbally and in writing in such a way as to be easily understood by children, staff, and parents
- Must be able to move freely and quickly through the building and outside

End Result:

- Quality child care program reflective of the Y's mission and recognized by parents and the community for its excellence
- Positive growth experienced by children through a caring atmosphere that promotes the individual development of each child
- Feeling of support and security experienced by families

Employee Signature_____Date_____

Supervisor Signature_____Date_____