



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

MANITOWOC TWO RIVERS YMCA

Job Title: Assistant Teacher & Teacher 1

FLSA Status:NON-EXEMPT

Reports to: Director

Revision Date: 05/2015

POSITION SUMMARY:

Under the direction and supervision of the Child Care Director, the Assistant Teacher & Teacher 1 will be responsible for assisting Teacher II with classroom curriculum and program activities. The Assistant Teacher & Teacher 1 supervise and guide a child's development in a safe and healthy environment.

ESSENTIAL FUNCTIONS:

1. Help create a fun and safe learning environment with developmentally appropriate activities based on differences in ability and interests.
2. Follow state licensing standards and insure full compliance. Report concerns to supervisor in a timely manner.
3. Possess working knowledge of child abuse and neglect laws and proper reporting procedures. Maintain accountability to report suspected cases to supervisor immediately.
4. Possess working knowledge of YMCA mission, purpose and goals, child care policies and YMCA standards as published in brochures and parent handbooks. Clearly, positively and effectively communicate to staff, volunteers and parents.
5. Conduct self in a professional, responsible manner; Demonstrate appropriate decision-making abilities; display patience.
6. Responsible for strict adherence to all branch/department policies and procedures.
7. Perform all other duties assigned by Team Lead and /or Director.

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.

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:

Teachers must be 18 years of age or older and have a high school diploma or equivalency. Must meet all DCF 251 requirements for Assistant Teacher or Teacher 1.

PHYSICAL DEMANDS:

1. All teachers must possess and demonstrate the ability to interact with children on an on-going basis at the child's level.
2. This interaction shall include activities such as getting down on the floor to work with a child, running, jumping, walking, standing, bending, reaching and lifting children (infant through 5 years of age) and/or equipment, participating in outdoor playground activities, field trips and swimming as needed.
3. Must be able to lift, carry and load equipment, children, furnishings and program supplies (up to 50 pounds).
4. Must possess auditory and written communication skills for use with both children and adults.

EFFECTS & RESULTS:

1. A program that is built upon developmentally appropriate curriculum in which each child is approached at his/her learning level with the cooperation and involvement of families.
2. Creation of a warm, friendly Christian atmosphere in which families can grow.
3. This position will contribute to the overall YMCA mission of building strong kids, strong families, and strong communities.

I understand and mutually accept that the above job description represents my agreement as to the job to be performed and that this job description is not a contractual agreement.

Employee Signature

Date

Supervisors Signature

