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FOR HEALTHY LIVING
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WASHINGTON COUNTY FAMILY YMCA

Job Title: **Preschool Room Teacher Assistant**

Reports to: Preschool Director/Preschool Room Lead Teacher Revision Date: March 9, 2020

POSITION SUMMARY:

Assist Lead Preschool teacher. Assists to provide direction for the students, and assists in implementing program curriculum. Provide a quality experience for children and parents that focus on the YMCA values: honesty, respect, responsibility, and caring.

ESSENTIAL FUNCTIONS:

1. Work with Lead teacher to Provide a nurturing environment that supports learning and encourages independence and decisions making.
2. Reinforce lessons presented by teachers by reviewing material with students one-on-one or in small groups
3. Enforce facility and class rules to help teach students proper behavior
4. Help teachers with recordkeeping, such as tracking attendance and calculating grades
5. Help teachers prepare for lessons by getting materials ready or setting up equipment, such as computers or SMART board.
6. Help supervise students in class, between classes, during lunch and recess, and on field trips.
7. Engage in positive discipline to support a child's ability to acquire the skills of self-discipline.
8. Supervises the students, classroom, and all activities and make ongoing, systematic observations and evaluations of each child.
9. Work effectively with other Y employees.
10. Accepts and demonstrates the Y's values. Demonstrates a desire to serve others and fulfill community needs.
11. Recruits and engages parents as volunteers and builds effective, supportive working relationships with them.
12. Help with (3) fundraising events each school year to help support the Y and the preschool department.
13. Attend all required meetings and trainings as directed.
14. Conduct other duties as assigned.

YMCA COMPETENCIES (Teacher Assistant):

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. Takes initiative to assist in developing others.

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:

1. Minimum high school diploma; 2 year college degree and child care training preferred.
2. At least 21 years of age.
3. Have at least 1 year of experience working with children and/or a certificate in early childhood education or currently working towards the completion of one
4. Submit to various background checks including those completed through the Indiana State Police Department, and National SOR Registry
5. Be CPR, First Aid, and Blood Borne Pathogen certified or obtain certification upon hire
6. Complete a Tuberculosis test and physical and provide a physician's documentation of both
7. Child Abuse Prevention Training (Internal training- must take place prior to working with youth)

8. Be mentally and physically capable of caring for a large group of children in a classroom
9. Possess a strong work ethic, be punctual, and have minimal absences
10. Have an awareness of the unique needs of young children and have appropriate expectations of their abilities
11. Be able to kneel, bend, squat, lift, push, pull, and carry children up to 70lbs
12. Be available for full time employment and available to work as late as 6:30 pm
13. Have dependable transportation
14. Previous experience with diverse populations. Ability to develop positive, authentic relationships with people from different backgrounds.

COMPENSATION

\$8.00 - \$10.00 per hour

Seasonal based on School Calendar (Off during summer)

School Calendar will be shared by Preschool Director

Estimated hours of preschool related work per week: 20

*Prior approval from supervisor is required for additional hours