



ITASCA COUNTY FAMILY YMCA WEEFOLKS ASSISTANT TEACHER

Job Description

MINIMUM REQUIREMENTS:

- Meet Minnesota Rule (3) License guidelines for Assistant Teacher
- Minimum of 18 years old
- Experience working with children
- Knowledge of child development
- Positive behavior management techniques
- Strong, positive communication skills
- Commitment to children and families
- Ability to work well with children in close cooperation with teachers, YMCA staff and parents
- Knowledge of Rule (3) and CACFP guidelines (will be provided by YMCA)

DIRECTLY RESPONSIBLE TO: Childcare Director and Assistant Director

SPECIFIC RESPONSIBILITIES:

- Help maintain a safe, healthy, organized, positive learning environment that meets the needs of all children according to Minnesota State License Rule (3)
- Directly responsible for reporting any suspected child abuse or neglect to the Minnesota Human Service Department or local agency
- Guide and care for children in a center based setting, in an age appropriate manner
- Serve as a support staff for teachers
- Help plan, supervise and implement all classroom, swimming and outdoor activities promote a well balanced curriculum for Early Childhood
- Assist with parent/teacher conferences as needed
- Responsible for safety of children at all times, including knowledge of emergency procedures
- Help serve and record snacks and meals according to CACFP guidelines. This will be about 5 hours per week, or about 12% of their scheduled hours. This is based on a 30-40 hour work week, Monday through Friday.
- Treat all children, parents and staff with courtesy and respect
- Follow strict confidentiality of all information regarding children, families and fellow staff
- Attend teacher and staff meetings to stay informed about program/children needs, as required
- Attend in-services required for State Licensure
- Continue professional development through community involvement and further education
- Assist with duties required for the operation of the program
- Assist in the maintenance of quality care, paper work, cleanliness and other duties to maintain Rule (3) Licensure
- Represent YMCA Childcare in a pleasant, professional manner
- Help plan and implement YMCA special events and fundraisers

- Support the program and goals of the YMCA, which include Honesty, Caring, Respect and Responsibility
- Other duties deemed necessary by the Childcare Director

EVALUATION:

There will be a 90 day probationary period for new employees or those entering new positions within the program.

An annual written and oral evaluation by self and the Childcare Director or Assistant Director will be done according to: meeting criteria in job description, ability to work as a team member, respectful attitude and atmosphere and the ability to maintain a safe, healthy, positive learning environment.