



**FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

PRESCHOOL ASSISTANT TEACHER – Tuscarawas County YMCA

Job Title: **Preschool Assistant Teacher**

FLSA Status: Non-exempt

Reports to: Child Care Director

Leadership Level: Leader

Job Type: Part-time

Schedule: M-F 8:00 AM to 11:30 AM

Pay Range: \$8.70-\$9.70 per hr

Revision Date: 07/29/2020

POSITION SUMMARY:

Assists in for the planning, development and implementation of all classrooms activities. The preschool assistant teacher is responsible for ensuring the children's social, physical, spiritual and mental development in the program, as well as keeping safety and the wellbeing of the children as a first priority.

ESSENTIAL FUNCTIONS include the following, other duties may be assigned:

1. Plans, develops and implements weekly lesson plans that fit the children's needs, interests and developmental levels in the classroom.
2. Works cooperatively with Lead Teacher, other staff and partners.
3. Documents attendance, absenteeism, transitions, minor disciplines and incidents for each child in the classroom.
4. Is responsible for all aspects of the appearance and management of their classroom/designated program/outside areas. Maintains the quality of supplies, materials, and equipment in the room in a neat and orderly fashion.
5. Reports any broken or unsafe toys and properly disinfects toys and equipment on a regular basis in accordance with the state regulations.
6. Conducts the program in accordance with Ohio Department of Job and Family Services (ODJFS) guidelines.
7. Effectively communicates verbal and written reports to the parents, observes and/or participates in parent/teacher conferences in accordance with Center guidelines.
8. Possesses working knowledge of child abuse and neglect laws and follows proper reporting procedures.
9. Handles discipline promptly and in accordance with the stated discipline policy. Documents and reports to the supervisor any special needs or problems of an individual child, staff or parent.
10. Attends in-service training events as required by Ohio Department of Job and Family Services (ODJFS) regulations and Step Up to Quality (SUTQ) to meet professional development goals.
11. Conducts all required screenings and assessments within required time frame.
12. Ensures the safety of all by maintaining the equipment and space in a clean, safe, and working order.
13. Follows YMCA policies and procedures; responds to emergency situations.
14. Maintains appropriate certifications and records and maintains Ohio Professional Registry on OCCRA.
15. Attends designated trainings and staff meetings.
16. Carries out other duties as assigned by the Director or Management Staff.



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YMCA LEADERSHIP COMPETENCIES:

- Communication & Influence
- Developing Self & Others
- Program/Project Management

QUALIFICATIONS:

- Must be at least 18 years of age and possess high school diploma or GED. Associate's degree in Early Childhood Education from an accredited college or university preferred.
- Six months experience working in early childhood field strongly preferred.
- Passionate belief in the Y's cause of nurturing the potential of all youth, supporting healthy living for all people and finding ways to help and support our neighbors.
- Ability to relate effectively to diverse groups of people from all social and economic segments of the community.
- Attend New Employee Orientation within 60 days of hire.
- Training in CPR with AED, First Aid, Child Abuse, and Communicable Disease within 30 days of hire.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee is regularly required to sit, stand and walk for long periods of time, to talk and hear, to lift and/or move up to 50 pounds, to climb or balance, to stoop, kneel, crouch, or crawl, occasional bending, reaching or squatting. The incumbent is required to use hands to finger, handle, or feel objects, tools, or controls. Specific vision abilities required by this position include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Also required is frequent hearing and talking, in person and on the telephone. More than 90% of time is spent indoors. The noise level is normal to loud within an active YMCA program environment.

Applications accepted until August 28, 2020.

Apply in person at Tuscarawas County YMCA, 600 Monroe St., Dover, OH 44622 or send email to jade@tuscymca.org.