



Kandiyohi County Area Family YMCA Job Description

POSITION: Assistant Teacher

DEPARTMENT: Child Care Center

REPORTS TO: Childcare Program Director, Classroom Room Coordinator

General Function: This position is responsible for assisting the Room Coordinator in the Infant, Toddler, Preschool, or Kinderstars Rooms and contributing to the overall goals and mission of the Kandiyohi County Area Family YMCA.

JOB REQUIREMENTS

EDUCATION:

- High School diploma or equivalent
- Child Care Experience preferred
- Post-Secondary Education in Early Childhood Education Preferred

EXPERIENCE:

- Experience working with children

CERTIFICATIONS/REGISTRATIONS:

- Current CPR and First Aid Certifications (can be obtained after employment)
- State of Minnesota DHS Rule 3 assistant teacher qualifications must be met.

PHYSICAL QUALIFICATIONS OR FUNCTIONS:

- Light lifting (5-40lb)
- Ability to stand, sit and walk around frequently

ESSENTIAL DUTIES OR FUNCTIONS:

- Must possess a sincere commitment to working with children in a safe, nurturing, and developmental setting, and a desire to have a meaningful effect on their lives.
- Work with the room coordinator to implement curriculum with the appropriate and established guidelines.
- Assist room coordinators with writing and implementation weekly lesson plans.
- Help supervise indoor and outdoor activities as well as field trips.
- Be knowledgeable of and able to implement emergency procedures.
- Assist with upkeep of the facility, equipment along with the overall safety, appearance, and image of the center.



- Guide children's behavior, using positive, consistent style – be purposeful and intentional with reinforcing character development values.
- Assist in implementing health, safety, and Department of Human Services standards
- Attend YMCA and other Childcare trainings as schedules permit.
- Maintain positive relationships with the children, parents, other Y staff, and Health & Human Services building employees.
- Represent the YMCA and the Childcare Center in a professional manner.
- Assist with other duties as requested.

Effect on End Results: A Childcare Center that has a reputation for safety, quality programming, and excellent customer service. Become a facility that hosts motivated and talented staff and encourages active parent participation, while upholding a facility that meets all state and federal regulations and contributes to the mission of the YMCA.

I have received, read and understand this job description.

Employee Signature

Date Signed