



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## KANDIYOHI COUNTY AREA FAMILY JOB DESCRIPTION

Job Title: **Assistant Teacher**  
FLSA Status: Non exempt  
Reports to: Classroom Coordinator  
Leadership Level: Leader

Job Code: XXXX  
Job Grade: XX  
Revision Date: 8/2018  
Department: Child Care

### POSITION SUMMARY:

This position supports the work of the Y, a leading nonprofit, charitable organization committed to strengthening community through youth development, healthy living and social responsibility. The Assistant Teacher at KandiyoHi County Area Family YMCA intentionally fosters a cause-centered culture that is welcoming, genuine, hopeful, nurturing, and determined.

### OUR CULTURE:

Our mission and core values are brought to life by our culture. In the Y, we strive to live our cause of strengthening communities with purpose and intentionality every day. **We are welcoming:** we are open to all. We are a place where you can belong and become. **We are genuine:** we value you and embrace your individuality. **We are hopeful:** we believe in you and your potential to become a catalyst in the world. **We are nurturing:** we support you in your journey to develop your full potential. **We are determined:** above all else, we are on a relentless quest to make our community stronger beginning with you.

### ESSENTIAL 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 coordinator to implement curriculum with the appropriate and established guidelines.
- 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 and 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 and meet DHS requirements.
- Maintain positive relationships with members, participants and community.
- Represent the YMCA and the Childcare Center in a professional manner.
- Assume other duties, responsibilities and projects identified as needed by the employee and approved and/or assigned by supervisor.

### LEADERSHIP COMPETENCIES:

- Functional Expertise
- Developing Self & Others



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**QUALIFICATIONS:**

- High School diploma or equivalent
- Post-Secondary Education, Early Childhood Education Preferred
  - Meet requirements to be Assistant Teacher Qualified under the Minnesota Department Of Human Services-Division of Licensing for Rule 3 Child Care Licensing.
- Experience working in a child care setting preferred.
- CPR/AED/BFA certification within first 90 days of employment.
- Additional trainings as required by the position.

**WORK ENVIRONMENT & 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 needs sufficient strength, agility and mobility to perform essential functions and to supervise program activities in a wide variety of indoor and outdoor locations.
- While performing the duties of this job, the employee is regularly required to sit; use hands and fingers to handle, or feel objects, tools, or controls; and the ability to talk and hear. The e
- The employee frequently is required to sit and reach, with hands and arms, and must be able to move around the work environment.
- The employee must occasionally lift and/or move up to 50 pounds.
- The employee is occasionally requires to stand; walk; climb or balance; and stoop, kneel, crouch, or crawl.
- The noise level in the work environment is usually moderate.

**SIGNATURE:**

I have reviewed and understand this job description.

\_\_\_\_\_  
Employee's name

\_\_\_\_\_  
Employee's signature

Today's date: \_\_\_\_\_