



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

YMCA OF THE NORTHWOODS – FLAMBEAU RIVER

Job Title: Assistant Teacher
FLSA Status: Full-Time / Non-Exempt
Reports to: Early Learning Center Coordinator

Location: Flambeau River
Compensation: \$12-\$14 / hour
Revision Date: 2/11/2025

POSITION SUMMARY:

Under the direction of the Early Learning Center Coordinator, the Assistant Teacher, in harmony with the Christian nature and Mission of the YMCA, as well as the established goals and objectives of the YMCA, shall be responsible for the safety and well being of children in their specific care relating to the Association. In general, the role of the Assistant Teacher is to build relationships with and between staff members, volunteers, members, program participants and the communities the YMCA serves.

Specifically, the role of the Assistant Teacher is to assist the Lead Teacher in providing daily activities and daily care for a designated group of children. This includes assisting with planning and implementing curriculum and daily program, assisting with and ensuring a safe, attractive learning environment for children in the program.

ESSENTIAL FUNCTIONS:

1. See it, own it! Take responsibility for correcting the problems you see.
2. Meet and greet all volunteers, staff, members, program participants, etc. every day with a smile and hello.
3. Lend a hand! Offer to help others whenever possible. Unless it requires training you don't have, it's never, "not my job".
4. Give Thanks! Offer thanks to others when you see them lend a hand to others and look for ways to compliment and give praise when it is deserved.
5. Actively participate in planning and conducting daily programmed activities, enhancing children's development in all areas, including self-esteem and positive self image, social interaction, self expression, communication skills, creative expression, large and small muscle development and intellectual growth.
6. Assist and participate in daily activities, including feeding, custodial care, choice plan and sleeping time, as well as structured learning activities.
7. Utilize positive discipline techniques which promote self-esteem and personal growth for children. Provide frequent, positive, and warm interaction with children.
8. Assist Teacher in maintaining orderly physical environment; safe, neat, inviting, and developmentally appropriate. Implement YMCA policies regarding safety, health, and security.
9. Consult with Teacher regarding child's progress and maintain effective parent relations by daily communication. Assist ongoing documentation on individual children and preparation for parent-teacher conferences.
10. Assist monitoring health of children- reporting conditions which require attention. Comply with WI codes for reporting child abuse. Administer and record medication and treatment according to YMCA policy and WI codes.
11. Relieves classroom Teachers for breaks or, as a substitute teacher, carry through with ongoing activities and lesson plans and perform all the job duties as a Teacher.
12. Annually complete 15 hours of training in early childhood education as approved by the Director or Coordinator and meet state licensing requirements for 15 hours in-service annually. Maintain and updated entries to the Registry of Wisconsin.

13. Contribute knowledge and participate in weekly and monthly staff meetings and in-services.
Implement acquired knowledge in classroom. Participate in center activities and special events.

YMCA COMPETENCIES (Leader):

Mission Advancement: Accepts and demonstrates the Y's values. Demonstrates a desire to serve others and fulfill community needs. Builds effective, supportive relationships with members and working relationships with employees. Supports fund-raising projects.

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:

The Assistant Teacher in general, requires excellent communication skills, excellent relationship building skills, the ability to model the YMCA Core Values and have the ability and desire to make a personal connection with the communities the YMCA serves.

Specifically, the Assistant Teacher requires meeting the qualifications for Assistant Teacher under DCF 251 Licensing Rules for Group Day Care Centers and the following:

1. Introduction to the Child Care Profession (45 hours).
2. Fundamentals of Infant & Toddler Care (18 hours).
3. Thorough knowledge of age developmental patterns, needs, and developmentally appropriate practices.
4. Effective verbal and written communication skills, along with the ability to effectively implement and share knowledge with staff.
5. Working knowledge of DCF 251 Licensing Rules for Wisconsin.
6. Proficiency in word processing, spreadsheets, and other basic computer functions.
7. Certification in community First Aid and CPR or the ability to attain within 3 months of beginning to work with children.
8. New Staff Orientation and Blood-borne Pathogens training within 30 days of hire. Adhere to OSHA standard guidelines.
9. Participate in 15 hours of continuing education per year to maintain licensing certification.

The Y: We're for youth development, healthy living, and social responsibility.

PHYSICAL DEMANDS

Position requires employees to observe/evaluate groups of children/staff by sight, sound, and active interaction.

- Must be able to easily move through all areas of the childcare rooms and communicate effectively verbally and in written form with children/adults.
- They must be able to lift and carry up to 50 pounds; to sit on floor without back support and return to a standing position; to walk 2-3 miles per day; to reach, bend, crawl, twist, balance, all in the process of carrying out activities and providing custodial care of young children throughout the shift.
- Must be able to push or pull a cart, stroller or wagon, weighing up to 100 pounds.
- Assistant teacher must have the physical stamina to spend 8 hours providing activities and care of young children.
- They must be able to maintain concentration, focusing on multiple tasks simultaneously.
- Staff must be able to maintain positive appearance and attitude in the face of negative feedback.
- They must have visual acuity to assist Teacher in preparation for classroom activities and for close supervision of groups of children.

I have read, understand will execute according to this job description

Employee Signature

Date

Supervisor Signature

Date