



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

JOB DESCRIPTION

Job Title: **Child Development Center Assistant Teacher**

FLSA Status: Non-Exempt

Reports to: Child Development Center Director

Revision Date: July 2025

POSITION SUMMARY:

Assists Lead Teacher with daily operation of the program and classroom. Help to develop and implement program curriculum. Provides a quality experience to children and parents that focuses on the YMCA values: honesty, respect, responsibility, and caring.

ESSENTIAL FUNCTIONS:

1. Assist Lead Teacher in developing and implementing a stimulating age appropriate curriculum.
2. Conducts highest level of attention, care and adherence to regulations and operational instructions for meals and feedings, diaper changing, potty training, restroom and personal hygiene assistance.
3. Assists Lead Teacher in implementing daily activities that promote the healthy emotional, social, cognitive, physical, and spiritual growth of each child.
4. Build relationships with parents to encourage cooperation, participation and understanding of age appropriate development for their children. Engages parents as volunteers.
5. Helps Lead Teacher maintain accurate and complete records for each child's development, which can be reported to parents during scheduled conferences or as needed.
6. Be aware of children with special needs and accommodate as needed and as able.
7. With Child Development Center Director and Lead Teacher, ensures compliance with all licensing requirements.
8. Models appropriate behavior consistent with the YMCA Mission.
9. Follows and adheres to the YMCA Childcare policies and guidelines.
10. Communicates effectively with parents about their children on a daily basis.
11. Communicates with Lead Teacher regarding discipline issues, problem areas, and non-compliance matters; and works together as a team with parents, when needed.
12. Helps Lead Teacher maintain an attractive, safe and healthy environment, including creating room decorations, completing daily cleaning duties, and other miscellaneous tasks.
13. Assists Lead Teacher in performing daily activities; including, setting up the classroom, conducting activities, monitoring playground activities, cleaning and sanitizing toys and equipment.
14. Assists with first response first-aid in the event of injury.
15. Performs any and all other duties that are required or that may be assigned to achieve the mission and goals of the YMCA and the YMCA Pre-School Program.
16. Assists Lead Teacher in maintaining required program records.
17. Attends and participates in program activities, staff meetings, and staff trainings.

YMCA COMPETENCIES (Leader):

Mission Advancement: Accepts and demonstrates the Y’s values. Demonstrates a desire to serve others and fulfill community needs. Recruits volunteers and builds effective, supportive working relationships with them. Supports fund-raising.

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:

1. At least 18 years of age.
2. High School diploma or higher degree in early childhood education required.
3. Must have or be able to obtain CPR, First Aid, AED certifications, Child Abuse Prevention, Management of Communicable Diseases, and Child Development Associates Credential (CDA) or equivalent, as determined by the YMCA.
4. Previous experience working with children in a developmental setting preferred.

PHYSICAL DEMANDS

1. Ability to lead and participate in activities and respond to emergency situations.
2. Ability to lift 40 pounds.

I have received a copy of my job description and agree to the terms therein:

Employee: _____

Date: _____

Supervisor: _____

Date: _____