

CHILD CARE TEACHER
Mansfield YMCA Job Description

Job Title: Child Care Teacher

Job Code:

FLSA Status: Non-Exempt

Job Grade:

Reports to: Site Director

Revision Date: 10/2011

Position Summary:

The child care teacher provides direction for the program and staff. He/she implements program curriculum in the classroom. He/She provides a quality experience to children and parents that is focused on the YMCA core values: honesty, respect, responsibility, and caring.

Essential Functions:

1. Implements Active Learning curriculum within the established guidelines.
2. Designs and implements daily lesson/activity plans.
3. Supervises the children, classroom, and all activities always maintaining child/staff ratios and within the licensing law requirements of Ohio Job and Family Services.
4. Makes ongoing, systematic observations and evaluations of each child.
5. Conducts parent conferences (on request), maintains communication with parents, and engages parents as volunteers. Maintains confidentiality with information concerning children and families.
6. Maintains program site and equipment.
7. Maintains required program records.
8. Attends and participates in family nights, program activities, staff meetings, and staff training.

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. Meets educational and experience qualifications established by state law:
High school diploma OR GED, 45 hours of child development in-service training within 3 years of employment or Associates degree or higher
2. At least 18 years of age or enrolled in the 2nd year of a vocational training program.
3. CPR, First Aid, AED certifications, Communicable Disease and Child Abuse Prevention training within 30 days of hire date.
4. Previous experience working with children in a developmental setting preferred.
5. Ability to plan, organize, and implement age-appropriate/developmentally appropriate program activities
6. Previous experience with diverse populations.

Physical Demands:

The physical demands 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. While performing the duties of this job, the employee is regularly required to stand, walk, talk or hear. The employee is occasionally required to sit in low chairs as well as on the floor to interact with the children. The employee must occasionally lift and or move up to 25 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

AGREEMENT:

I have read the job description and the principle activities it outlines and accept the terms of employment outlined for the Teacher position in Child Care with the Mansfield Area YMCA

This job description is not an expressed or implied contract, and the Mansfield Area Y reserves the right to change this job description as necessary.

Having read and understood my job description, expected work schedule, and rate of compensation, I accept the position the Teacher position in Child Care at the Mansfield Area Y.

Signature

Date

Supervisor Signature

Date

