

JOB DESCRIPTION

Aberdeen Family YMCA
5 South State Street
Aberdeen, South Dakota 57401



Position: Assistant Teacher

Supervisor: Classroom Lead Teacher
Position Type: Full-time

Last Updated: Feb 2022
Position Status: Non-Exempt

GENERAL DESCRIPTION:

The Assistant Teacher supports the teaching staff in implementing childcare programs and assists in providing high quality child care services to children and parents that focus on the YMCA core values. This position provides direct supervision to a group of children in a classroom and creates positive, nurturing relationships with children, while building cooperative relationships with parents/caregivers. This position may work with infants through school age children. Hours between 6:45 am and 6:00 pm as scheduled.

ESSENTIAL FUNCTIONS: *Essential functions are those tasks, duties, and responsibilities that comprise the means of accomplishing the job's purpose and objectives. Essential functions are critical or fundamental to the performance of the job. They are the major functions for which the person in the job is held accountable.*

- Availability to work varied hours; early mornings, days and evenings.
- Assist with the implementation of daily plans and activities.
- Assist with supervising the children, classroom, and all activities always maintaining child/staff ratios and within the licensing law requirements.
- Greet members and guests in a friendly manner while providing effective communication with parents.
- Assist in recording daily meal and snack counts in accordance with child care center guidelines.
- Assist in maintaining classroom area and equipment.
- Communicate with parents on an ongoing basis and assist with parent conferences.
- Assist with daily observations and child evaluations.
- Supporting classroom and behavior management consistently to develop a safe and productive learning environment.
- Exhibit proper professional attitudes striving to understand all family situations, maintaining confidentiality of staff and family information.
- Assisting in swimming, field trips and special events.
- Promotes and supports the potential of all youth in programs.
- Preserve strict confidentiality of information regarding children, families and guests.
- Must possess speaking, listening and writing, skills appropriate for interacting with both children and adults.
- Must have flexibility and the ability to adapt to changing circumstances.
- A willingness to commit to the mission of the YMCA.
- Promote YMCA membership, programs and services.
- Promote and incorporate the YMCA's mission, four core values and areas of focus into all program activities.
- Ability to establish and maintain harmonious relationships with staff, volunteers, members and the general public.
- Responds to all member and community inquires and complaints in a timely manner.
- Responds to emergency situations in accordance with CPR, First Aid and Aberdeen Family YMCA policies and procedures. Completes incident and accident reports as required.
- Be involved in community activities to the benefit of the YMCA and its programs.
- Attend and participate in staff meetings and/or related meetings.
- Positively communicate information on all YMCA programs.

- Assist with special events as needed.
- Actively participates in YMCA events.
- Complete other duties as assigned.

JOB REQUIREMENTS, PREFERRED EDUCATION, TRAINING, AND WORK EXPERIENCE:

- Must be a minimum of 18 years old.
- One to two years related experience preferred.
- Satisfactory background check.
- Current CPR-PR (CPR for Professional Rescuer) Certification required.
- Current First Aid Certification required.

ESSENTIAL FUNCTIONS – PHYSICAL & MENTAL REQUIREMENTS: *Note: Reasonable accommodations may be made for individuals with disabilities to perform the essential functions of this position.*

- Frequently required to sit, stand and walk.
- Frequently required to reach with hands and arms.
- Frequently required to talk or hear.
- Occasionally required to lift and/or move up to 50 pounds, consistently must lift 25 pounds.
- Frequently required to bend, crouch, twist or climb.
- Moderate concentration/intensity, which includes prolonged mental effort with limited opportunity for breaks.
- Normal memory, taking into consideration the amount and type of information.
- Moderate level of complexity for decision making.
- Normal time pressure of decision making.

COMPETENCIES: *To perform this job successfully, the employee will demonstrate the following competencies to perform the essential functions of the position.*

- **Attention to Detail:** Works to ensure high quality results; acts in timely manner.
- **Cooperation:** Being pleasant with others and displaying a good-natured, cooperative attitude in line with YMCA values.
- **Dependability:** Follows instructions, responds to management direction; takes responsibility for own actions; keeps commitments; and completes tasks on time.
- **Initiative:** Volunteers readily; seeks self-development opportunities; seeks increased responsibilities; looks for and acts upon opportunities; asks for and offers help when needed.
- **Judgment:** Display willingness to make decisions; exhibit sound and accurate judgment; and make timely decisions.
- **Leadership:** Inspires and motivates others to perform well; effectively influences actions and opinions of others; accepts feedback from others; gives recognition as appropriate.
- **Motivation:** Sets high expectation and challenging goals. Creates a positive environment for high performance results.
- **Oral Communication:** Speaks clearly and persuasively; listens and gets clarification when necessary; responds informatively to questions; provides clear direction when needed.
- **Professionalism:** Approaches others in a polite and tactful manner; maintains composure and reacts well under pressure; treats others with respect and consideration; accepts responsibility for own actions; follows through on commitments.
- **Safety and Security:** Follows safety and security procedures; reports unsafe conditions; uses equipment and materials properly.
- **Self-Control:** Job requires maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behavior, even in very difficult situations.
- **Stress Tolerance:** Job requires accepting criticism and dealing calmly and effectively with high stress situations.
- **Teamwork:** Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts

success of team above own interests; able to build morale and group commitments to goals and objectives; supports everyone's efforts to succeed.

- **Adaptability:** Adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; able to deal with occasional change, delays, or unexpected events. Asks supervisor when unsure of priorities.
- **Customer Service:** Manages difficult or emotional customer situations; responds promptly to customer needs; solicits customer feedback to improve service; responds to requests for service and assistance.
- **Personal Growth:** Shares new insights. Facilitates change; models adaptability and an awareness of the impact of change. Utilizes non-threatening methods to address sensitive issues and inappropriate behavior or performance. 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.
- **Problem Solving:** Identifies and resolves problems in a timely manner; assesses actions needed and responds as trained to carry out procedures; uses reason to apply knowledge to immediate situations.
- **Quality Management:** Explore ways to improve and promote quality; demonstrate accuracy and thoroughness; and maintain compliance with legal and regulatory aspects.
- **Written Communication:** Writes clearly and concisely.

WORK ENVIRONMENT:

- The noise level in the work environment is usually moderate to loud.
- The pool environment is warm and humid.
- Outdoor weather conditions.

Aberdeen Family YMCA has reviewed this job description to ensure that essential functions and basic duties have been included. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate.

I have read and understand my responsibilities for this role at the Aberdeen Family YMCA as noted above.

Employee Signature

Date

Print Name