

Goldsboro Family YMCA
Job Description

Position Title: Preschool Assistant Teacher
Supervisor: Youth & Family Services Director
FSLA Status: Non-exempt
Branch: Goldsboro YMCA
Department: Youth & Family Services
Date prepared: July 5, 2017

General Function

A Preschool Assistant Teacher provides direction for the program and classroom, and implements program curriculum. Provides a quality experience to children and parents that focuses on the YMCA values: honesty, respect, responsibility, and caring.

Know How

A Preschool Assistant Teacher must be at least 18 years old and have a high school diploma or its equivalent. A Preschool Assistant Teacher also must possess:

- CPR, First Aid, and AED certifications and Child Abuse Prevention training within 30 days of hire date
- Pass a DMV and State criminal background check
- Previous experience working with children in a developmental setting
- Ability to plan, organize, and implement age-appropriate/developmentally appropriate program activities
- Ability to develop positive, authentic relationships with people from different backgrounds.

Physical Requirements

- Must be able to stand for long periods of time
- Lift items (up to 30 lbs)
- Carry items (up to 30 lbs)
- Must be able to quickly access various locations around the childcare center and playground area
- Must be able to communicate verbally with good voice projection
- Must have proof of negative TB test and complete physical examination

Principle Activities

- Implements curriculum within established guidelines.
- Designs and implements daily lesson/activity plans.
- Supervises the children, classroom, and all activities.
- Makes ongoing, systemic observations and evaluations of each child.
- Attends and participates in family nights, program activities, staff meetings, and staff training.
- Keeps classrooms clean daily and organized. This includes taking out all trash, keeping bathrooms clean throughout the day, keeping soapy water/bleach water full at all times.
- Relieves other staff for breaks as needed

Work Environment

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

This job description reflects management's assignment of essential functions. It does not prescribe or restrict the tasks that may be assigned. We understand and mutually accept that the above description represents our agreement as to the job performed.

Supervisee

Date

Supervisor

Date