



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Job Title: **Preschool Assistant**
FLSA Status: Non-exempt
Status: F/T or P/T
Reports To: Childcare Director

Job Code:
Job Grade:
Department: Child Care
Revision Date: 11/27/2017

POSITION SUMMARY:

Preschool Assistant position for the Y, Land of Wonder Preschool includes supervision and interaction with all children. Follows Lead Teacher's schedule and lesson plans and assists the Lead Teacher throughout the day. Works with Co-Workers and Childcare Director. Performs other assignments as required.

ESSENTIAL FUNCTIONS:

1. Supervision over preschool children. Responsible for safety of children. Follows all rules and standards set in place by Lead Teacher and Preschool Director
2. Assist Lead Teacher in following VA Quality Standards including teacher/child interactions, and following Creative Curriculum
3. Ensure that classroom is maintained and run well within the state licensing guidelines of the Virginia Department of Social Services.
4. Maintain positive and professional relationships with parents, co-teachers, and Childcare Director.
5. Attend 16 hours (annually) of job related training. Complete mandatory CPR/First Aid, Child Abuse & Neglect, and DSS In-Service training, along with other training pertaining to child care & Staff Development
6. Exemplify the Y Mission and character development
7. Create a welcome and friendly atmosphere for all members and program participants

YMCA LEADERSHIP COMPETENCIES:

Mission Advancement: Demonstrates passionate belief in Y Mission and conveys mission to program participants and community.

Collaboration: Effectively collaborates with co-workers and Childcare Director in order to work together as a team.

Operational Effectiveness: Follow all policies and procedures set forth by Y Staff Handbook, Y Childcare Handbook, and Supervisor. Communicate well with co-workers, Childcare Receivables Associate, and Childcare Director, as needed.

QUALIFICATIONS:

Education/Certifications Requirement:

- Program Assistant shall be at least 16 years of age
- Experience in child care preferred
- Must meet current Virginia Social Services child care licensing requirements and be willing to continue education to maintain licensing qualification if necessary (as required by state licensing standards,)

Job Skills:

- Must have knowledge of child development, including Ages & Stages of Growth, and hold good mentoring skills
- Strong human relations skills
- Efficient in oral and written communication skills

- Ability to solve practical problems and deal with a variety of concrete variables in situations
- Ability to interpret a variety of instructions furnished in written, oral, or scheduled form.
- Operates in accordance with the mission, values, and policies of the Y Association.

Prior Work Experience:

- Experience with children; center experience preferred

Physical Requirements:

- Perform multi-task functions
- Physical demands of interacting with children (sitting on floor, playing ball, bending, holding, etc.)
- Handling supplies (gym equipment, snack, games, etc.)

Interpersonal/People Skills:

- Must have strong interpersonal and organizational skills. This position requires experience supervising children appropriately. The incumbent must bring to this position maturity, responsibility and a sincere interest in working with children and cultivating relationships with state licensing representatives and school administrators.
- Hold passionate belief in YMCA Mission

SIGNATURE:

I have reviewed and understand this job description.

Employee's name _____ Employee's signature _____

Today's date: _____

2/13/2018