



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## YMCA JOB DESCRIPTION

### Preschool Teacher Assistant

Job Title: **Preschool Teacher Assistant**

Job Code:

FLSA Status: Hourly-Afternoon and Morning shift available

Job Grade:

Reports to: Preschool Director

Revision Date: 07.21.2015

---

#### POSITION SUMMARY:

Under the direction of the Preschool Director and the designated Preschool Teacher, and consistent with the Christian mission of the YMCA, the Preschool Teacher Assistant will support the lead teacher and director in order to implement a successful Preschool Program.

#### ESSENTIAL FUNCTIONS:

- Implement the program design and YMCA standards for the Preschool Program.
- Assist the Preschool Teacher in the classroom, playground, gymnasium, pool, on field trips, etc. (or any other location on and off-site where the children may be).
- Assist the Preschool Teacher with the creation and implementation of lesson plans, craft activities, etc.
- Provide a safe, loving, nurturing environment for all activities on and off site.
- The Preschool Teacher Assistant must have the ability to multi-task.
- The Preschool Teacher must be alert, friendly and responsive to children, parents and co-workers.
- Punctuality and dependability is a must.
- The Teacher Assistant must enforce safety rules and report/treat/document any issues or injuries.
- Attendance of staff meetings and training is required.
- Completion of housekeeping duties that are assigned.
- Carry out other duties assigned.

#### YMCA COMPETENCIES

**Mission Advancement:** The incumbent shall have performed his/her duties satisfactorily when his/her staff are working at an overall good level of performance, facility care is evident, program quality and variety is in place, finances are on track, committees are meeting on time and overall image an perception of the work area is good and well liked which will relate to increased members and retention.

**Collaboration:** Develops strategies to ensure staff and volunteers reflect the community. Builds and nurtures strategic relationships to enhance support for the YMCA. Serves as a community leader building collaborations based on trust and credibility to advance YMCA mission and goals. Communicates for influence to attain buy-in and support of goals. Provides tools and resources for the development of others.

*Operational Effectiveness:* Integrates multiple thinking processes to make decisions. Involves members and community in the development of programs and activities. Ensures execution of plans. Institutes sound accounting procedures, investment policies and financial controls. Assigns clear accountability and ensures continuous improvement.

*Personal Growth:* Fosters a learning environment embracing diverse abilities and approaches. Creates a sense of urgency and positive tension to support change. Anticipates challenges that can sidetrack or derail growth and personal learning. 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:**

- The incumbent must be at least 18 years old.
- At least one year of experience working with 2-4 year olds in a classroom setting is required.
- The ability to effectively communicate with preschoolers, as well as, parents is required.
- Current CPR & First Aid certification is preferred, or must be obtained within the first 30 days of employment.
- A CDA, TCC, or diploma in Early Childhood Education and Bright From the Start experience is preferred.
- The preschool teacher assistant must successfully complete the YMCA's new employee orientation.
- A criminal background check is required.