

# YMCA OF GREATER ERIE

## Job Description

Job Title	<b>Assistant Preschool Teacher – Part Time Plus</b>	Supervisor	<b>Child Care Program Director</b>
Revised Date	<b>6/07</b>	Grade Level	<b>3</b>

### GENERAL DESCRIPTION

Responsible for the supervision of children and implementation of preschool educational activities in a child care setting.

### KNOW HOW:

1. Basic skills in working with children.
2. Ability to work with staff and parents.
3. Must complete all Standard Child Care Requirements:
  - a. To pass an annual physical examination.
  - b. Bi-annual Mantoux Tine Test.
  - c. Act 33/34 Clearances.
  - d. Six clock hours of DPW-Approved Child Care Training annually.
  - e. Annual training in first aid, water safety and fire safety.
  - f. Hold current and valid CPR Pro (CPR for health care providers and first responders) and First Aid (for the community and workplace) Certifications.
  - g. Participation in outdoor and indoor activities.
  - h. Must be able to lift 40-50 pounds.
  - i. Must be 18 years old or enrolled in a qualifying training program.
  - j. Hold a minimum of a current Preschool CDA or higher
  - k. Must have 24 hours of Keystone STARS approved training.
  - l. Must have at least 1 year experience working with children in a classroom.

### PRINCIPAL ACTIVITIES:

1. With guidance from lead teacher, plan, develop and implement daily lesson plans and classroom routine.
2. Carry out lesson plans and other responsibilities in the lead teacher's absence.
3. Supervise play, games, and learning activities of children; must be actively involved with the children and their learning during activities.
4. Maintain open communication with parents.
5. Maintain cleanliness of classroom.
6. Perform all Standard Activities Required of Child Care Personnel.
  - a. Responsible for the safety of the children.
  - b. Understanding and implementation of emergency procedures as necessary.
  - c. Act as a role model for the children at all times.
  - d. Attendance at all staff meetings.
  - e. Attendance at all in-service trainings.
  - f. Assist as a mentor for new employees.
  - g. Attendance at parent conferences and at parent/child events as requested.
  - h. Supporting the program goals and the mission of the YMCA.
  - i. Assumes other duties as requested by program Coordinator or Designee.

### MISCELLANEOUS DUTIES: