



**Job Title: Teacher Aide 2,  
Part-Time, Non-Exempt August – May**

**Prepared By: Preschool Director**

**Department: Youth Development**

**Prepared Date: 6-19-2023**

**Reports To: Preschool Director/ Head Teacher**

**Approved By: CEO/ Executive Director**

**Salary: \$17/hr - \$20/hr  
(5% bilingual pay differential)**

**Approved Date: 6-19-2023**

Assist the Head Teacher in providing direct supervision of a group of children in a preschool setting. Create positive, nurturing relationships with children, while building cooperative relationships with parents/caregivers. Promotes and supports the potential of all youth in programs and facilitates peer-to-peer connections.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Provide direct care to children in the Preschool program monitor children at all times and respond appropriately to crisis or emergency situations that may occur.
- Assist Head Teacher in implementing curriculum.
- Encourage experimentation, exploration, problem solving, cooperation, socialization and choice-making; ask open-ended questions and follow-up questions to promote further learning and thinking.
- Work with the Preschool Director and Head Teacher to ensure all YMCA policies & procedures, state licensing, health department, fire safety and emergency preparedness requirements are adhered to at all times.
- Required to properly complete all records, including but not limited to rosters, incident reports, unacceptable behavior reports, staff files, children files, and medication forms.
- Demonstrates a working knowledge of the YMCA childcare policies; ensures the program meets the highest standards of excellence. Follows procedures including those related to medical and disciplinary situations, child abuse prevention and emergency procedures.
- Ability to lead and participate in a range of activities in a variety of indoor and outdoor settings.
- Promotes a positive approach to supervision, communication, and interactions with others; maintains ongoing communication with supervisor. Actively engages with youth and activities during the program.
- Attend and participate in all staff meetings and trainings as required.
- Keep training hours up to date - Participate in a minimum of 16 hours of annual child care education/training per calendar year
- Perform other duties as assigned.

### **JOB DUTIES**

- Maintain punctual, regular, and predictable attendance.
- Must be responsible and pay attention to details.
- Able to work alone as well as collaboratively in a team environment with a spirit of cooperation.
- Maintain a positive image at all points of contact with members of the public.
- Maintain professional attitude/manner and respectfully take direction from Supervisor.

### **QUALIFICATIONS**

- Must be 18 years of age or older.
- High School Diploma or Equivalent

- Minimum one-year experience working with preschool age children, or an educational background in Early Childhood Education
- Must successfully pass a security clearance and be enrolled in the Office of Child Care’s Central Background Registry.
- CPR/AED, and First Aid Certification, must include Adult and Child/Infant, Food Handlers Card, obtained within 30 days of hire or before the program starts, whichever comes first.
- Previous experience with diverse populations is preferred; the ability to develop positive, authentic relationships with people from all backgrounds.
- Excellent communication and interpersonal skills.
- Creative, fun, energetic, hardworking, sensitive, mature, able to supervise and relate well to children, parents and staff.
- Ability and willingness to fulfill responsibilities in accordance with program goals.

Ability to perform essential job duties with or without reasonable accommodation and without posing a direct threat to safety or health of employee or others. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**PHYSICAL DEMANDS**

- Ability to walk, run, stand, and sit for long periods of time.
- May be required to lift and/or carry items up to 50 lbs.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Employee Signature:** \_\_\_\_\_

**Employer Representative:** \_\_\_\_\_

**Date:** \_\_\_\_\_

The statements of this job description are intended to describe the general nature and the level of work being performed by people hired for this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required for this position.