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FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## CHILD CARE STAFF

This job description is applicable to all child care positions under the Greater Wyoming Valley Area YMCA, which include, but are not limited to, Group Supervisor (Lead Teacher), Assistant Group Supervisor (Assistant Teacher), Aide (Classroom Aide)

### IDENTIFICATION:

This position will report directly to their respective Child Care Center Director.

Job Title: **GS, AGS, A**

Job Code: N/A

FLSA Status:

Job Grade: N/A

Status: F/T or P/T

Department: Child Care

Reports to: Child Care Director

Revision Date: Updated June 29<sup>th</sup>, 2022

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### POSITION SUMMARY:

Under the direction of the Child Care Director, this position will create a positive, safe and supportive learning environment for the children in their direct care. This position will maintain proper classroom management, communicate with parents and directors, and ensure that all children are safe at all times.

### ESSENTIAL FUNCTIONS:

1. Communicate with parents daily; in person or via APP
2. Complete monthly lesson plans due on or before the last day of each month, that are directly tied to the PA Early Learning Standards and are age appropriate.
3. Complete 45 day evaluations for all student in care, collect monthly samples of writing, art and other documentation that would demonstrate progress.
4. Offer parent teacher conferences twice (October and February) per calendar year.
5. Follow a posted daily classroom schedule.
6. ALWAYS maintain staff:child ratio, with NO exceptions.
7. Ensure that classroom is clean upon closing room and leaving for the day. This includes but is not limited to sweeping floors, especially under tables, putting chairs up, straightening and organizing center materials.
8. Attend monthly staff meetings, and complete annual training requirements.
9. Follow all guidelines for Keystone STARS, DHS and the Y.
10. Maintain proper classroom attendance, lesson plans, daily reports, incident reports and sign in sheets.

### YMCA LEADERSHIP COMPETENCIES:

Mission Advancement: Accepts and demonstrates the Y's values. Demonstrates a desire to serve others and fulfill community needs. Recruits volunteers and builds effective, supportive working relationships with them. Supports fund-raising.

Collaboration: Works effectively with people of different backgrounds, abilities, opinions, and perceptions. Builds rapport and relates well to others. Seeks first to understand the other person's point of view, and

remains calm in challenging situations. Listens for understanding and meaning; speaks and writes effectively. Takes initiative to assist in developing others.

**Operational Effectiveness:** Makes sound judgments, and transfers learning from one situation to another. Embraces new approaches and discovers ideas to create a better member experience. Establishes goals, clarifies tasks, plans work and actively participates in meetings. Follows budgeting policies and procedures, and reports all financial irregularities immediately. Strives to meet or exceed goals and deliver a high-value experience for members.

**Personal Growth:** Pursues self-development that enhances job performance. Demonstrates an openness to change, and seeks opportunities in the change process. Accurately assesses personal feelings, strengths and limitations and how they impact relationships. 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:**

1. Four Background Checks; Criminal Background, Child Abuse History Clearance, FBI Fingerprinting and NSOR.
2. Minimum of a High School Diploma with two years of documented experience
3. CPR/AED/First Aide Training (May be completed after hire)
4. STARS 101 and 102 and Mandated Reporter Training (May be completed after hire)

### **WORK ENVIRONMENT AND PHYSICAL DEMANDS:**

1. Ability to walk, stand, and sit (including on the floor) for long periods of time.
2. Exposure to communicable diseases and bodily fluids.
3. Must be able to lift and/or assist children up to 50 pounds in weight.
4. Position may require bending, leaning, kneeling, and walking.
5. Ability to speak concisely and effectively communicate.
6. Visual and auditory ability to respond to critical situations and physical ability to act swiftly in an emergency

### **SIGNATURE:**

I have read and understand the above job description, and understand that I need to be flexible to changes.

\_\_\_\_\_  
Employee's name

\_\_\_\_\_  
Employee's signature

Today's date: \_\_\_\_\_