



YMCA of Marquette County Job Description

TITLE: Teaching Assistant Infant/Toddler and Preschool

DEPARTMENT: Child Care

REPORTS TO: Child Development Director

GENERAL SUMMARY:

Assist with day-to-day classroom operations and provide a safe and developmentally appropriate early childhood program in accordance with all relevant legislation, policies and procedures in harmony with the mission statement and policies of the YMCA of Marquette County.

QUALIFICATIONS:

Individuals in this job must be at least 18 years of age, and have experience working with young children. College education in child and family services, early childhood education or education-related field is desired. Individuals must be able to lift a minimum of 25 lbs and have full range of body movement; capable of performing essential functions in all elements of weather. Must provide a negative T.B. clearance, physical examination by doctor and have clear criminal background checks through DHS and Michigan State Police.

ESSENTIAL FUNCTIONS AND DUTIES:

- Assists in routine caregiving needs (feeding, dressing, diapering/toileting).
- Meet the emotional and developmental needs of each child.
- Assists in establishing and maintaining a learning environment that is engaging, developmentally-appropriate, safe and sanitary.
- Assist with lessons as assigned by Lead Teacher or Child Development Director.
- Model, facilitate and explain appropriate child and adult behavior.
- Positively address and redirect inappropriate child behavior.
- Develop positive relationships with participants and provide motivational support and guidance.
- Assist with ensuring safety and cleanliness of equipment and facilities.
- Certifications required within 30 days of hire: Adult, Child and Infant CPR/AED, First Aid, Blood Borne Pathogens, Child Abuse, YMCA New Employee Orientation, Civil Rights Training.
- At the discretion of the Child Development Director, attend all staff meetings, workshops, and seminars to increase knowledge and skills and complete 24 hours of annual continuing education to meet state and national licensing rules and accreditation standards.
- Follow all YMCA policies, rules, regulations and procedures, including emergency and safety procedures. Complete incident and accident reports as necessary.
- Handles and resolves family concerns and informs Child Development Director of unusual situations or unresolved issues.
- Uphold the core values of caring, honesty, respect and responsibility of the YMCA
- Show genuine concern for others and are sincere. Treat everyone like you want to be treated.
- Honor promises and hold yourself accountable for your actions.
- Strive to do the right thing...even when no one is looking.
- Maintain positive relationships with all coworkers, in the center and in outside YMCA programs
- Understand and adhere to the development of the YMCA as a not-for-profit organization.
- Accepts and demonstrates the Y's values. Demonstrates a desire to serve others and fulfill community needs.
- Understands and supports the YMCA of Marquette County and the YMCA Child Development Center's mission and vision statements.

- May be responsible for opening and/or closing the center and maintaining security and safety of the premises, including responsible use and secure handling of building key and proper operations of the building security system and maintaining all opening and closing procedures as outlined by classroom binders.
- Understand and sign statement stating that you understand child abuse and neglect are against the law and that you acknowledge that you are a required mandated reporter of child abuse and neglect in the State of Michigan.
- Ability to connect with people of diverse backgrounds.
- All other duties as assigned.

EFFECT ON END RESULT:

Encourage physical, emotional and intellectual growth in a safe and nurturing environment.

I understand and mutually accept that the above job description represents my agreement as to the job to be performed and that this job description is not a contractual agreement.

Employee Signature

Date



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RECEIPT FOR JOB DESCRIPTION

I have reviewed the job description provided to me with my supervisor. I know the expectations and effect on end result that relate to the position I have been hired to perform.

Employee Name (Printed)

Employee Signature

Supervisor Signature

Date