



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

PORTAGE TOWNSHIP YMCA JOB DESCRIPTION

IDENTIFICATION:

Job Title: **Child Care Substitute Teacher**

Status: **On-Call (max 28 hours)**

Reports to: **Child Care Director**

Revision Date: **March 2016**

POSITION SUMMARY:

Assists all teachers with direction for the program and classroom, and implements program curriculum. Maintains classroom ratios at all times. Provides a quality experience to children and parents that focuses on the YMCA values: honesty, respect, responsibility, caring and faith.

ESSENTIAL FUNCTIONS:

1. Implements curriculum within the established guidelines.
2. Assists teachers with designing and implementing daily lesson/activity plans.
3. Supervises the children, classroom, and all activities.
4. Actively participate in daily activities by modeling YMCA values and encouraging conversation and behaviours of healthy living
5. Makes ongoing, systematic observations and evaluations of each child.
6. Conducts parent conferences, and maintains positive relationships and effective communication with parents. Engages parents as volunteers.
7. Maintains classroom and equipment.
8. Maintains required classroom records.
9. Attends and participates in family nights, program activities, staff meetings, and staff training.
10. Assumes lead teacher roles if lead teacher is unavailable.

YMCA LEADERSHIP COMPETENCIES (Leader):

Mission Advancement: Accepts and demonstrates the Y's values. Demonstrates a desire to serve others and fulfill community needs.

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.

Operational Effectiveness: Makes sound judgments, and transfers learning from one situation to another. Embraces new approaches and discovers ideas to create a better student experience. Strives to meet or exceed goals and deliver a high-value experience for students.

Personal Growth: Pursues self-development that enhances job performance. Accurately assesses personal feelings, strengths and limitations and how they impact relationships. Has the functional and technical

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knowledge and skills required to perform well in an early childhood education environment; uses best practices and demonstrates up-to-date knowledge and skills in relation to early childhood education.

QUALIFICATIONS:

1. Meets educational and experience qualifications established by state law, including a federal fingerprinting background check, drug screen and a negative TB test.
2. Must be currently enrolled in an Early Childhood Education Program or related field and/or have obtained a minimum of a CDA from an approved college/university in Early Childhood Education or related field.
3. At least 18 years of age.
4. CPR, First Aid, AED certifications, Child Abuse prevention training and a physical examination from a physician required within 30 days of hire date.
5. Previous experience working with children in a developmental setting preferred.
6. Ability to plan, organize and implement age-appropriate/developmentally appropriate program activities.
7. Previous experience with diverse populations. Ability to develop positive, authentic relationships with people from different backgrounds.

PHYSICAL DEMANDS:

Ability to plan, lead and participate in activities.

Ability to lift children.

Ability to stand for the entire duration of the scheduled shift.

I have read the job description and agree to perform the job as stated.

Signature: _____

Name _____

Date _____