



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## PRESCHOOL TEACHER ASSISTANT YMCA JOB DESCRIPTION

Job Title: **Preschool Teacher Assistant**

Revision Date: 08/08/2017

Reports to: Youth & Family Services Coordinator

Status: Part Time, up to 28 hours per week

Department: Youth & Family Services

---

### POSITION SUMMARY:

This position supports the work of the Y, a leading nonprofit committed to strengthening community through youth development, healthy living and social responsibility. Provides direction for the children in the classroom, and implements program curriculum. Provides a quality experience to children and parents that focuses on building achievement and belonging in youth and relationships among youth and within families.

### ESSENTIAL FUNCTIONS:

1. Supports the implementation of curriculum within the established guidelines as outlined by the Lead Curriculum Teacher.
2. Nurtures children through purposeful programming dedicated to building achievement and belonging in youth and relationships among youth and within families.
3. Supervises the children, classroom, and all activities including ADA accommodations where appropriate. Follows all procedures and standards.
  - a. Attend swimming time with the class, remain on pool deck for behavioral management, bathroom breaks and assist parents with sign out.
  - b. Attend gym time with the class, remain in gym for behavioral management, bathroom breaks and to lead children back to class.
4. Supports the ongoing, systematic observations and evaluations of each child.
5. Cultivates positive relationships, participates in parent conferences, and maintains effective communication with parents, including but not limited to use of Remind App and website and contribution to the Southlake YMCA Preschool Program Newsletter. Engages parents as volunteers and connects them to the YMCA as outlined by the Lead Teacher.
6. Maintains program site and equipment.
7. Maintains required program records.
8. Attends and participates in family nights, program activities, staff meetings, and staff training.
9. Performs other duties as assigned.

### YMCA COMPETENCIES (Leader):

Mission Advancement: Accepts and demonstrates the Ys 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. Meets educational and experience qualifications established by state law (*if the state sets requirements. The YMCA should establish minimum qualification standards if the state has no requirements*).
2. At least 18 years of age (*The age minimum may be higher depending on state law*).
3. CPR, First Aid, AED certifications and Child Abuse prevention training within 30 days of hire date.
4. Completion of required West Bend abuse and prevention training modules 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.
8. Understands the YMCA is a public accommodation committed to inclusion and compliance with the Americans with Disabilities Act (ADA).

### **WORK ENVIRONMENT & PHYSICAL DEMANDS**

- 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.
- Ability to plan, lead and participate in activities.

### **SIGNATURE:**

I have reviewed and understand this job description.

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

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

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