



**FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY**

Job Title: **Child-Care Teacher**  
Reports to: Program Director

FLSA Status: Nonexempt  
Revision Date: Oct-20

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### **POSITION SUMMARY:**

Provides assistance for the program and classroom, and implements program curriculum. Provides a quality experience to children and parents that focus on the YMCA values: honesty, respect, responsibility, and caring.

### **ESSENTIAL FUNCTIONS:**

1. Provides excellent service to members, guests, and program participants in the Y, contributing to childcare retention.
2. Implements curriculum within the established guidelines.
3. Assist in the supervision of children, classroom, and all activities always maintaining child/staff ratios and within the requirements.
4. Handles and resolves child care concerns and informs supervisor of unusual situations or unresolved issues
5. Helps maintain the safety of participants.
6. Engaging children in activities by participating in activities.
7. Conducts parent conferences (as needed) and maintains positive relationships and effective communication with parents. Engages parents as volunteers.
8. Maintains program site and equipment.
9. Work in conjunction with lead teachers and other staff, to provide a fun interactive learning environment or all children.
10. Consults with and informs Program Director of all concerns regarding child development and parents concerns.
11. Maintains required program records and assist in maintain classroom ratios.
12. Maintain and provide documentation of Continuing Educational classes (24 hours per year)
13. Attends and participates in program activities, staff meetings, and staff training.
14. Presents a professional appearance and attitude at all times; maintain a high standard of customer service.
15. All other duties as assigned.

### **QUALIFICATIONS:**

1. Meets educational and experience qualifications established by state law
  - a. Option A- Completion of 20 credits (semester) or 30 (quarter) AND at least one year of teaching experience in qualified center.

- b. Option B- A one year state or nationally recognized credential.
  - c. Option C- least one year of qualifying teaching experience in a certified center or group care program working with preschool/school age children.
  - d. Option D- Completion of 15 credits (quarter) or 10 credits (semester system) of training at a college with an ECE emphasis AND at least 6 months of teaching experience in qualified center.
  - e. Option E- Documentation of attaining at least step eight in the Oregon Registry.
2. At least 18 years of age
  3. CPR, First Aid, AED certifications and Child Abuse prevention training within 30 days of hire date.
  4. Previous experience working with children in a developmental setting preferred.
  5. Ability to plan, organize and implement age-appropriate/developmentally appropriate program activities.
  6. Previous experience with diverse populations. Ability to develop positive, authentic relationships with people from different backgrounds.
  7. Food Handlers card within 30 days of hire date.
  8. Enrolled and remaining current in the Oregon Criminal Registry.

**PHYSICAL DEMANDS**

Ability to plan, lead and participate in activities.

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EMPLOYEE NAME (PRINTED)

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EMPLOYEE SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SUPERVISOR SIGNATURE

\_\_\_\_\_  
DATE