



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

THE YMCA OF KLAMATH FALLS

Job Title: **Child-Care Teacher**

FLSA Status: Nonexempt

Reports to: Head Teacher/Program Director–Child Care

Revision Date: 07/03/2013

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 Head Teach/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.

YMCA COMPETENCIES (Leader):

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. 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.

EMPLOYEE SIGNATURE

DATE

SUPERVISOR SIGNATURE

DATE