YMCA of Greater Kalamazoo Job Description

Job Title: Early Learning Associate Teacher -Maple
Pay Rate: $15-$16/hour depending on education and experience
Full Time

Position Summary:
Responsible for assisting in the day-to-day operation of the designated preschool classroom within the state licensing regulations and Association policies and procedures. Assist with the planning and implementation of all program activities while ensuring the safety, growth, and healthy development of all program participants.

OUR CULTURE:
Our mission and core values are brought to life by our culture. In the Y, we strive to live our cause of strengthening communities with purpose and intentionality every day. **We are welcoming:** we are open to all. We are a place where you can belong and become. **We are genuine:** we value you and embrace your individuality. **We are hopeful:** we believe in you and your potential to become a catalyst in the world. **We are nurturing:** we support you in your journey to develop your full potential. **We are determined:** above all else, we are on a relentless quest to make our community stronger beginning with you.

Essential Functions:

Classroom Operations:

1. Assist the Lead Teacher with daily classroom activities.
2. Help design and implement lesson plans that support early learning goals.
3. Ensure proper supervision of children, classroom activities, and the environment.

Curriculum and Assessment:

4. Support the creation and execution of age-appropriate lessons, using TS Gold to document children's progress.
5. Conduct ASQ assessments for all students within one month of enrollment to recommend appropriate support.
6. Collaborate with the Lead Teacher and staff to enhance program quality, participating in key meetings.

Childcare Licensing and Compliance:

7. Develop an understanding of childcare licensing requirements.
8. Maintain accurate program records and ensure compliance with state regulations.

Safety and Emergency Preparedness:

9. Handle emergency situations and maintain up-to-date First Aid and CPR certifications.
10. Report suspected child abuse to the appropriate authorities, following legal requirements.

Parent Communication and Engagement:

11. Communicate regularly with parents through updates and three yearly conferences.
12. Inform the Early Learning Director of significant parent communication.

Professional Development:

13. Complete at least 24 hours of professional training annually.
14. Work with a Teacher-Mentor to maintain a high CLASS score and attend required meetings.

Program Quality and Improvement:

15. Collaborate with the Lead Teacher and staff to continually improve classroom practices and program quality.
16. Participate in staff meetings to contribute to the ongoing development of the program.

Administrative Duties:

17. Work 35 hours per week in the classroom, with an additional 5 hours for administrative tasks.
18. Help maintain records and manage classroom supplies.

Qualifications:
1. Must be at least 19 years of age.
2. High school diploma, GED, or equivalent.
3. Education and experience equivalent to one of the following options or willingness to obtain:
   a. Current CDA
   b. Associate's degree in child-related field
   c. Bachelor's degree or higher in a child-related field
4. Must be able to pass comprehensive background check.
5. Current First Aid and CPR certifications or able to obtain within 30 days of hire
6. A minimum of six months' experience with children, preferably in a licensed setting.

Physical Demands:
1. Must be able to participate in activities with children, including swimming, tennis, and other age-appropriate games.
2. Daily cleaning to maintain a safe and healthy space
3. Proof of negative TB test

All YMCA Staff are mandated by law to report child abuse and neglect to Child Protective Services. Such reports can be made verbally at 1-855-444-3911. Staff will also report suspected abuse or neglect to their supervisor, senior management, or Human Resources.