



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

YMCA of Greater Kalamazoo Job Description

Job Title: Early Learning Associate Teacher -Maple

Pay Rate: \$15-\$16/hour depending on education and experience

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:

1. Assist lead teacher in the daily operations of assigned classroom.
2. Meet with lead teacher to assist in the designation and implementation of daily lesson/activity plans.
3. Ensure proper supervision of all children, the classroom, and activities.
4. Maintain program records including child files and using TS Gold to document children's progress and help guide lesson plans.
5. Maintain effective communication with parents including conferences three times per school year. Keep Early Learning Director informed as needed on parent communication.
6. Work a minimum of 35 hours per week in the classroom. Depending on classroom needs, the remaining 5 hours per week will be available for admin duties/office work.
7. Complete at least 24 hours of training annually including all training required by KC Ready 4s and high-quality standards.
8. Work with a KCR4's Teacher-Mentor to maintain a High-level CLASS score. Remain Inter-Rater Reliable and attend documentation data meetings 3X per year.
9. Conduct ASQ assessments of all students within one month of enrollment and use score to recommend appropriate support and accommodations.
10. Work with lead teacher and early learning staff to maintain and improve program quality including participating in Level 10 meetings.
11. Appropriately handle all emergency situations, remaining current in First Aid and CPR certifications.
12. As required by Michigan law, report any suspected incidence of child abuse to the Association Child Care Director and Children's Protective Services (appropriate legal authority).

Qualifications:

1. At least 19 years of age
2. Must meet qualifications for Lead Caregiver through licensing standards.
3. Have a current CDA endorsement or 60 unduplicated training hours aligned to the Core Knowledge and Core Competencies (CKCC) - Birth to Five or School Age.



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4. A minimum of one year's experience with children, preferably in a licensed setting.
5. Certification in CPR and First Aid must be obtained within 30 days of hire.
6. Satisfactory completion of a comprehensive background check through licensing.
7. Ability to plan, organize and implement age-appropriate/developmentally appropriate program activities

Physical Demands:

1. Must be able to physically participate in activities with children, including swimming, tennis, and other age-appropriate games.
2. Cleaning is required.
3. Proof of negative TB test