



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

Job Title: **Child Care Teacher**

FLSA Status: Non Exempt

Reports to: Child Care Director

Department: Child Care

Revision Date: 09/2018

### **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. Assists in implementing curriculum within the established guidelines.
2. Assists in designing and implementing daily lesson/activity plans.
3. Supervises the children, classroom, and all activities.
4. Makes ongoing, systematic observations and evaluations of each child.
5. Conducts parent conferences, and maintains positive relationships and effective communication with parents. Engages parents as volunteers.
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. Understands and follows all Licensing Rules.
10. Performs all other duties as assigned by the Child Care Director.

### **YMCA COMPETENCIES:**

**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.

**Fond du Lac Family YMCA**

90 W. 2<sup>nd</sup> Street  
Fond du Lac, WI 54935

**QUALIFICATIONS:**

1. Meets educational and experience qualifications established by state law
  - a. Must have Introduction to Child Care Professional
  - b. Shaken Baby Syndrome Prevention, CPR for infant and child, AED, Skills and Strategies for the Child Care Teacher, SIDs Prevention Training, Fundamentals of Infant and Toddler Care within 30 days of employment
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. 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: \_\_\_\_\_