



The YWCA is dedicated to eliminating racism, empowering women and promoting peace, justice, freedom and dignity for all.

Job Title	Child Care Center Teacher (Threes, Preschool, Pre K)
Reports to	A Child's World Child Care Center Director
Supervises	N/A
Date Created	2/20/2011

Job Classification	Non-Exempt
Job Type	Full-time
Location	A Child's World
Date Updated	2/6/2012

**Job Summary:**

Provide and supervise activities which promote social, emotional, cognitive and physical development of each child.

**Core Competencies:**

- Safety/Security
- Empowerment
- Inclusion
- Communication
- Flexibility/Adaptability
- Decision Making
- Fostering Teamwork
- Child Development Knowledge

**Job Duties:**

- Assist in the planning, preparing and implementing of a curriculum that is developmentally appropriate and supportive of the YWCA Mission and One Imperative.
- Assist the Director with long-range planning in regard to the program's philosophy and goals of it curriculum.
- Assist in the preparation and posting of weekly lesson plans.
- Assist in ensuring that accurate daily, weekly and monthly records are maintained.
- Assist in classroom supply purchases.
- Supervise and interact with children in all areas of the program. Have personal contact with each child daily.
- Treat all children with dignity and respect and allow for individual differences. Provide an atmosphere of acceptance and caring for each child and show as much individual attention as possible to each child.
- Complete all routine tasks with regard to health and safety of the children and maintenance of observational and progress records for each child.
- Maintain and open, professional relationship with all families and staff.
- Assist in providing written and oral reports to parents as needed.
- Assist in providing a conference time with all families at least twice a year and upon request.
- Observe confidentiality of children, parents, and program.
- Attend and actively participate in staff meetings and agency training.

- Participate in annual training as required by state licensing standards.
- Complete department approved basic child's care course within first 3 months of employment.
- Provide proof of annual required training hours.
- Provide proof of negative Mantoux upon hire.
- Provide current certification in CPR and First Aid.
- May need to drive 12 passenger van.
- Provide proof of car insurance.
- Report any signs of abuse or neglect to Children's Protective Services.
- Prompt and reliable attendance is required.
- Other Duties as assigned.

**Qualifications:**

- CDA or AA in Child Development or able to attain a CDA within a 12 month period from start date or be enrolled and provide continuous proof of attending classes to attain an AA or Bachelor's Degree.
- Must have valid driver's license with proof of current insurance and insurable record.
- Must comply with all state licensing standards.
- Desire and ability to work within teaching team and center team framework.
- Must have experience in and demonstrates good overall organizational and communication skills.
- Meets all background check requirements.
- An understanding of, appreciation for, and support of the mission of the YWCA of Cass Clay, which is to eliminate racism and empower women.

**Requirements:**

These physical demands are representative of the physical requirements necessary for an employee to successfully perform the essential job functions of this position. While performing the responsibilities for this position, the employee is required to sit, climb stairs, climb, push, squat, kneel, stoop, crouch and reach overhead occasionally. The employee is also required to stand, walk, twist at waist, bend and carry frequently and drive continually. Prolonged static motions such as standing in place is performed frequently and sitting in place is performed occasionally. Repetitive motions such as keying, data entry, and reaching above shoulders are performed occasionally. This employee will be required to lift up to 20 lbs. occasionally, frequently carry up to 20 lbs. and occasionally push and pull up to 20 lbs.

The description above provides the general nature and level of work being performed by those assigned to this position. It is not to be construed as an exhaustive list of all responsibilities, duties, and skills required. All employees may be required to perform duties outside of their normal responsibilities from time to time, as needed.

**I have reviewed and understand this job description and can perform the above duties with or without reasonable accommodation.**

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_