



eliminating racism  
empowering women  
**ywca**

Job Title: **Child Care Teaching Assistant**  
FLSA Status: Non-exempt  
Status: P/T  
Reports to: Site Coordinator/Program Director

Job Code:  
Job Grade:  
Department:  
Revision Date: 2/7/2017

---

### POSITION SUMMARY:

This position supports the work of the Dubuque Community YMCA/YWCA, a leading nonprofit committed to strengthening community through youth development, healthy living, social responsibility, empowering women and eliminating racism. 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 the Lead Teacher in meeting the needs of the children.
2. Assists with planning and preparation of the activities for the children.
3. Supervises and actively participates in play activities with the children.
4. Familiar with child management techniques and is able to use them to encourage appropriate behaviors.
5. Communicates discipline challenges to the Lead Teacher or Coordinator, and works to develop a behavior management technique that includes redirection and conflict management.
6. Assists with snack preparation, serving, and clean up.
7. Be familiar with and adheres to DHS regulations.
8. Presents self in a professional manner; dresses appropriately.
9. Attends staff meetings and any additional education required by DHS or the Department of Education.
10. May be designated as the onsite supervisor in the absence of the Lead Teacher, or at the beginning/end of the day. Duties would then include: supervising children until they depart, straighten classroom, and put away materials, toys, and games.
11. Other duties as assigned.

### YMCA COMPETENCIES

***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.

***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. Must be at least 18 years of age, have some direct childcare experience and basic knowledge of children and child development
2. Must receive a negative Criminal Records Check Report
3. Must provide a physical report with a negative TB test
4. Must either be certified or can be certified in CPR/First Aid, Universal Precautions and Bloodborne Pathogens. Training in Mandatory Child Abuse provided.
5. Demonstrates dependability and a positive attitude
6. Respects the confidentiality of childcare matters
7. Demonstrates good communication skills with children, parents and other staff
8. Completes required DHS licensing continuing education annually
9. Must work well with others and be willing to accept responsibilities and directions from supervisor
10. Projects a positive attitude about the Y childcare programs, as the site of choice, for the community
11. Promotes the Y mission and core values in their behavior and in the development of children's programs
12. Participates and assists with other Y programs. Becomes involved in Y volunteer opportunities

**WORK ENVIRONMENT AND 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.
- The employee must occasionally lift and/or move up to 10 pounds.
- Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust.
- The noise level in the work environment is usually moderate.

**SIGNATURE:**

I have reviewed and understand this job description.

\_\_\_\_\_  
Employee's name

\_\_\_\_\_  
Employee's signature

Today's date: \_\_\_\_\_