



YMCA JOB DESCRIPTION

Job Title: Aide - Child Care
FLSA Status: Non-Exempt
Reports to: Child Care Director

Salary Range: \$7.76/\$8.50/\$8.75
Revision Date: 10/14/2019

POSITION SUMMARY:

The Teacher's Aide is responsible for assisting the Group Supervisor/Assistant Group Supervisor in the operations of the classroom.

ESSENTIAL FUNCTIONS:

Under the direction of the Center Director and/or the Group Supervisor/Assistant Group Supervisor the Aide shall:

1. Conduct the duties of this position in a manner that is consistent with and follows all YMCA Personnel and Child Care Policies; including the State Regulations for Child Care Centers, the Character Traits of Caring, Honesty, Respect and Responsibility.
2. Attend trainings, be familiar with and adhere to policies relating to Risk Management
3. Report all concerns regarding the children, program and co-workers to the Center Director in a timely manner.
4. Establish and model appropriate classroom management skills and techniques.
5. Ensure the safety and well being of all children in the program by providing appropriate supervision and interactions.
6. Manage behaviors through positive guidance, re-direction and conflict resolution. Establish a set of reasonable limits and consequences and follow them through consistently.
7. Assist the Group Supervisor/Assistant Group Supervisor in carrying out daily activities that follow developmentally appropriate practices, promote the child's self-image, confidence and feelings of self-worth.
8. Participate fully in all center activities including but not limited to field trips, swimming and food service, cleaning, etc.
9. Assist in maintaining an orderly arrangement and appearance of the classroom, center and/or areas utilized by the program by cleaning, sweeping, wiping tables, vacuuming, or other duties specified by the Center Director/Group Supervisor/Assistant Group Supervisor
10. Greet parents. Direct any and all concerns to the Group Supervisor/Assistant Group Supervisor immediately.
11. Maintain the confidentiality of children's records and other pertinent information
12. Coordinate and plan with other teachers; schedules, breaks, activities while being sure ratios are maintained, being flexible and willing to change hours if needed to cover breaks.
13. Attend staff meetings, trainings and other opportunities for professional development; maintain PDR and be sure training hours as governed by the State Regulations and STARS program are completed.
14. Assist the Center Director with any other duties required or asked to maintain and provide quality child care.

QUALIFICATIONS:

- A high school diploma, or a general education development certificate, or an 8th grade education and 2 years of experience with children.
- A minimum of an 8th grade education and enrollment in a training curriculum described at 3270.31(c)
- The ability to meet the requirements of the Pennsylvania Code Title 55 Chapter 3270 Public Welfare Aide qualifications and responsibilities
- Ability to communicate positively and professionally, both written and spoken, using the English Language
- Lift items weighing up to 60 pounds
- Ability to stand for long periods of time
- The ability to reach a child from a distance of 30 feet in 10 seconds without danger to his/her health
- Ability to demonstrate good decision making skills, intelligence, flexibility, emotional maturity, a positive outlook, enthusiasm, and a professional attitude towards all families and staff
- Willingness to work with others including all staff members, children and parents

Physical Demands (Without Accommodations)	Never	Occasionally (Up to 33%)	Frequently (34% - 66%)	Continuously (67% - 100%)
Sitting				X
Walking				X
Standing				X
Bending Neck				X
Twisting Neck				X
Bending Waist (forward or sideways)				X
Twisting Waist				X
Squatting (crouch or sit on one's heels)				X
Climbing		X		
Kneeling			X	
Crawling		X		
Repetitive Hand Movement				X
Reach Above Shoulder Height				X
Reach Below Shoulder Height				X
Move Items Weighing up to 10 lbs.				X
Move Items Weighing 11-25 lbs.				X
Move Items Weighing 26-50 lbs			X	
Move Items Weighing 51-75 lbs.		X		
Move Items Weighing 76-100 lbs.	X			
Move Items Weighing over 100 lbs.	X			

This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Employee signature below constitutes employee's understanding of the essential functions, qualifications, and physical demands of the position.

Employee Print Name

Employee Signature

Date