

Preschool Teacher/ Teacher Assistant Job Description

As an affiliate of an international membership organization, the YWCA Sonoma County has devoted the past 40 years to empowering women and affirming the worth of all people, regardless of gender or race.

At the heart of the YWCA's programs are our domestic violence services. We provide a wide range of services to victims of domestic violence and their children so they can heal, become self-sufficient, and return productively to the community.

Position:	Teacher/Teacher Assistant	Wage:	\$20.00 - \$25.00
Department:	Childcare Services	Pay Basis:	Hourly
Reports To:	Director of Childcare Services	FLSA Status:	Non-Exempt
Hours/Week:	Full-Time/Part-Time	Benefits:	TBD

Position Summary

Working under the direction of the Director of Childcare Services and in collaboration with the other teaching staff, teachers are responsible for developing and implementing a quality childcare program that helps develop children's physical, social/emotional, and cognitive areas of development. This can include, but is not limited to, modeling positive communication, nurturance, and effective problem-solving skills. Responsible for planning classroom and small group activities around weekly themes and children's skill set, setting-up and cleaning-up activities, assisting with the arrival and departure of children, and maintaining appropriate classroom records. Teachers develop and maintain professional communication and dialogue with parents and hold bi-annual parent/teacher conferences with the family of their primary group of students. They also complete necessary assessments for children and participate in all Center activities.

Essential Tasks

These are core functions of the job that, if removed, the job would simply not exist. Competent performance of all essential tasks is critical to the continued employment of the employee in this position.

- Assists with opening and closing the Center, which may include setting up/putting away materials, arranging classroom environment, and performing cleanup.
- Facilitate morning communication, checks and communicates telephone messages and communications from parents, takes attendance, conducts health checks as children arrive, and communicates necessary information to all team members.
- Supervises children inside and outside in daily activities and works with the assistance of the Lead Teacher to develop relevant and age-appropriate curriculum (small and large group). Maintains daily schedule to meet children's needs, and conducts daily group time activities (small and large group). Incorporates culturally competent/multicultural materials and activities.
- Conducts authentic assessments (initial 60 days, then every six months) and parent-teacher conferences (every 6 months).
- Promotes and enhances children's development through nurturing and positive interactions; handles inappropriate behavior with positive discipline; speaks to children in a positive tone of voice using positive language; redirects children to appropriate alternatives, models appropriate responses to the situation, has positive interactions with children at all times, shows respect and consideration for all, and always has consideration for children and their feelings. Leads activities which promote children's self-esteem, including acknowledging and reinforcing positive behavior.
- Performs routine non-instructional activities related to the care of children, including clothing, feeding, and assisting with toileting. Teachers participate actively in the classroom task rotation. This includes, but is not limited to, activity planning and prep, daily chores, and center cleaning. Maintains all curriculum areas and uses existing materials effectively. Maintains group/project bulletin boards and other displays, provides a list of materials needed to the Director of Childcare Services. May care for classroom animals.
- When assigned, handle breakfast, lunch and snack, meal prep and clean up.
- Upon children's departure, is responsible for their release to authorized persons only. At the end of the day, teachers are responsible for the daily cleaning responsibilities at the Center, leaving the center clean and ready for the following school day.
- Models positive and professional communication with all parents and maintains family confidentiality.
- Participates in program evaluations and works with other staff to implement any changes needed.
- Continues professional development to meet and maintain State of California, Title 5 Child Development Division qualifications for Teacher position (minimum of Associate Teacher permit); maintains record of professional growth activities.
- Assists with the facilitation of the food program i.e. meal prep, meal service, meal clean up and general kitchen duties.
- Performs other duties as requested.

Prerequisite Qualifications

The candidate must meet the following criteria in order to be considered for employment in this position:

- Must meet the Associate Teacher or Teacher Assistant requirements of the California Department of Education, Child Development Division, for Title 5 child care center as follows:

Teacher Assistant:

Option 1: 6 units of ECE/CD

Option 2: Accredited HERO Program (including ROP)

Must currently possess, or be qualified to apply for and be granted the Associate Teacher

Option 1: 12 units ECE/CD including core courses

Option 2: Child Development Associate (CDA) Credential.

Or the Teacher Permit:

Option 1: 24 units ECE/CD including core courses plus 16 General Education (GE) units

Option 2: AA or higher in ECE/CD or related field with 3 units supervised field experience in ECE/CD setting

- Must have at least one year experience working in a licensed child care facility.
- First aid and CPR certificates a plus.
- Prior to employment, obtain fingerprint clearance and pass TB testing
- Prior to employment, must pass pre-employment physical
- Prior to employment or within 30 days of employment provide proof of immunizations to influenza, pertussis and measles.
- Valid CA driver's license and current auto insurance

Knowledge & Skills:

- Needs of preschool children, including early child development stages
- General behavior management techniques
- Positive discipline techniques
- Indoor/outdoor recreational activities suitable for young children
- Standard English usage, spelling, grammar and punctuation
- Basic arithmetic computation;
- Universal Precautions and other safe work practices

Ability to:

- Communicate with children and adults from varied backgrounds, cultures, and socio-economic levels. Has the ability to work with children and families where English may not be the primary language.
- Direct age appropriate activities for pre-school age children, lead group activities using positive reinforcement and positive discipline.
- Handle and lift young children safely and interact with students during recreational and classroom activities which require twisting, bending, pushing.
- Analyze situations accurately and adopt an effective course of action, including remaining calm in stressful situations. Apply general behavior management techniques effectively in a variety of situations;
- Learn and understand the dynamics of the cycle of domestic violence and prevention strategies.
- Maintain orderly work environment and perform tasks in a prescribed and safe manner. Maintain and improve professional skills and knowledge.
- Establish and maintain cooperative working relationships with agencies and individuals contacted during performance of job duties. Be flexible and receptive to suggestions, input and change.
- Operate modern office equipment, including computer, phone, fax, copier, etc. Understand and carry out both oral and written instructions in an independent manner. Communicate effectively and tactfully in both oral and written forms.
- Administer basic first aid and CPR

Supplemental Qualifications

The candidate who possesses the following skill(s) is preferred over an otherwise equally-qualified candidate:

- Proficiency in another language other than English, specifically, Spanish or other locally significant languages