Position Summary

Working under the direction of the Center Director and/or Site Supervisor and in collaboration with other teaching staff, the Preschool Assistant is responsible for preparing and serving all meals provided to children at the center. The preschool assistant may assist with the supervision of children while participating in outdoor and indoor activities, children’s health and hygiene and other related duties. The Preschool Assistant is responsible for developing and maintaining professional communication and dialogue with members of the teaching team, Center Director, and the children.

Distinguishing Characteristics

This is the entry level position of the Child Care career ladder. This classification works with direct supervision. This classification must meet and maintains qualifications to meet State of California, Title 5 requirements (at minimum of Aide level in the permit matrix), including professional growth activities. Associate Teacher is the next level in the career ladder. This classification must attend and maintain required online trainings to meet the State of California, CACFP requirements (mandatory and elective online courses).

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.

- Prepares and facilitates meal service for breakfast, lunch, and snack, and communicates CACFP Program needs to the Site Supervisor as is necessary
- Takes accurate meal counts at point of service (POS)
- Daily refrigerator/freezer temperature readings
- General kitchen duties including washing dishes, handling raw meat, mopping/sweeping, setting up/putting away service materials, arranging dining environment, and performing cleanup following service.
- Supervises children inside and outside in daily activities.
- May assist with morning communication, including log entries, telephone messages, parent communication; and conducts health check as children arrive.
- Releases children only to authorized persons.
- Promotes and enhances children’s development through nurturing and positive interactions; handles inappropriate behavior effectively by speaking to children in a positive tone of voice and redirecting children to appropriate alternatives models what should be done; models positive interaction with children, showing respect and consideration for all children; leads activities which promote children's self-esteem, including acknowledging and reinforcing positive behavior.
- Follows State licensing regulations, YWCA and center policies and procedures.
- Discusses with children ways to handle situation more positively; protects children from harm; uses limited timeout; consults with Site Supervisor and/or Center Director about sending child home in cases of “big hurting”; and contacts parent as needed.
- Participates in annual program evaluation and works with other staff to implement any changes needed.
- Documents incidents as needed in log and incident report forms and notifies Center Director of issues. Models positive, professional communication with all parents and maintains family confidentiality.
• Maintains center environment in a clean, organized manner; maintains all curriculum areas with appropriate materials in sufficient variety and quality incorporate culturally competent/multicultural materials and activities; uses existing materials effectively.
• Works with other center staff to maintain a safe environment, including assessment of indoor and outdoor environment for hazardous conditions and removal of broken or unsafe equipment and materials, informing Center Director of conditions needing repair, handling accidents, first aid.
• Continues professional development to meet and maintain State of California, Title 5 Child Development Division qualifications for position (at minimum of Aide level in the permit matrix); prepares annual growth plan and maintains record of professional growth activities.
• Performs routine non-instructional activities related to the care of children, including clothing, feeding, first aid and assisting with toileting.
• May care for classroom animals.
• Performs housekeeping tasks as required.

Performs other duties as requested.

**Organizational Culture**

A commitment to the agency’s mission of the YWCA. Familiarity or experience with issues that impact the lives of people supported by the YWCA. Sensitive to issues of confidentiality and diversity.

**Key Behavioral Traits**

The consistent display of these behaviors is essential to continued employment:

- **Professionalism:** Treats others with respect. Accepts feedback without defensiveness. Understands needs of the organization might outweigh personal feelings and still provides diligent and careful work product.
- **Good Judgment:** Considers impact of personal and professional choices. Consistently makes decisions in keeping with organizational values, supervisor’s direction and common sense.
- **Problem Solving:** Able to handle common problems without supervisor intervention while knowing when supervisor participation is warranted. Able to foresee when actions might have consequences to others and communicates appropriately before implementing changes.

**Prerequisite Qualifications**

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

- Preferred: Teacher Assistant requirements of the California Department of Education, Child Development Division, for Title 5 childcare center as follows: Complete six semester units of early childhood education or child development course work or complete an approved Home Economics and Related Occupations (HERO) or Regional Occupation Program (ROP) in Child Development Related Occupations
- 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 and drug test
- 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 appropriate child nutrition
- 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 the primary language.
- Learn and implement regulations mandating the CACFP.
- 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 duties. Be flexible and receptive to suggestions, input and change.
• Operate modern office equipment, including computer, phone, copier, etc. Understand and carry out both oral and written instructions in an independent manner. Communicate effectively and tactfully in both oral and written form.

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

Physical Requirements
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.
• Candidate must be able to lift up to 50 pounds
• Movement within preschool and office environment
• Ability to write by hand and use keyboard to perform general office functions
• Ability to communicate by speech and hearing continuously
• Visual acuity (close, distant, peripheral vision and the ability to adjust focus and view accurate color perception) needed for detail work, computer use, reading and to potentially supervise children in a variety of activities
• Ability to sit and stand for extended periods of time
• Frequently required to walk, run, move, squat, stoop, bend, twist, turn, push, pull and reach in interactions with preschool aged children and maintenance of the childcare center environment

Acknowledgment:
This job description in no way states or implies that these are the only duties to be performed by the employee incumbent in this position. The Employee may be required to follow any other job-related instructions and to perform any other job-related duties requested.

This document does not create an employment contract, implied or otherwise, other than an “at-will” relationship.

Signature Employee ________________________________ Date ________________

Signature Supervisor ________________________________ Date ________________