

**SANDUSKY COUNTY YMCA  
STAFF JOB DESCRIPTION**

**POSITION:** Teacher Assistant

**IMMEDIATE SUPERVISOR:** Child Care Directors

**GENERAL FUNCTION:** Under the direct supervision of the Child Care Directors teachers maintain daily classroom duties and meet educational needs for children in the center. Teachers are responsible for classrooms and their operations.

**REQUIRED SKILLS AND BACKGROUND:** This person must obtain full knowledge of state Child Care licensing requirements and previous experience working in a Child Care Center. Certifications required are:

- First Aid
- CPR
- Common Childhood Illnesses
- Child Abuse Recognition and Prevention
- High School Diploma or GED

**JOB SEGMENTS:**

1. To assure that top quality care is provided
2. To assure that routines of activities are continuously monitored and implemented
3. Help implement lesson plans(take charge or assist teacher)
4. Assure there is at least 20 minutes of gross motor time every day(gym, pool, outside play)
5. Maintain safe, clean, and healthy environment
6. Interact with children in a positive manner
7. Know and follow licensing guidelines
8. Keep directors informed of classroom situations
9. Organize environment in a developmentally appropriate manner
10. Maintain attendance records on a daily basis
11. Maintain sign in and out sheets
12. Help maintain center environment
13. Assist teacher in getting children to participate in activity planned for that day
14. Take charge of classroom and substitutes if teacher is out of the room
15. Plan transitional activities to help the flow of the day
16. Fulfill the necessary paperwork meeting job requirements
17. Maintain an appropriate attendance record for self
18. Maintain classroom ratios (Preschool 1:12 & School Age 1:18-when groups are combined use preschool ratio)
19. Remain flexible in times you are able to work (must work at least on night shift a week, one weekend shift a week, or both)
20. Maintain children's records above & beyond licensing regulations
21. Positive interactions with parents/community(remembering to greet parent as they come & go)
22. Attend **ALL** staff meetings and trainings(required licensing trainings & specialized trainings)
23. Maintain a professional attitude and loyalty to center at all times
24. Use age appropriate languages & topics around children
25. Any miscellaneous tasks assigned

**SALARY RANGE:** Part-time

**SIGNATURES:**

\_\_\_\_\_  
**Teacher**

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

\_\_\_\_\_  
**Director**

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

\_\_\_\_\_  
**Director**

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