

**Greater Wichita YMCA  
Job Description**

**POSITION TITLE:** Assistant Teacher  
**REPORTS TO:** Program Director / Coordinator  
**FLSA CLASSIFICATION:** Non-Exempt/Hourly  
**DATE APPROVED:** June 2025

**GENERAL FUNCTION:** Under the direction of the Early Learning Center Program Director and/or Coordinator, the Assistant Teacher is responsible for meeting the developmental needs of children birth to five years of age in a group setting. Responsibilities include but are not limited to encouraging and participating in daily activities with children in the classroom; supervision of children, following posted schedule and lesson plans as directed by the classroom teacher, assisting in managing child behaviors; maintaining positive relationships and professional communications with children, families and coworkers. Other duties include preparation of activities and materials, cleaning of classroom and equipment, and other duties assigned by the lead teacher or Program Director.

**MINIMUM ENTRY REQUIREMENTS**

**Education/Experience Requirements:**

1. Minimum age of 18 years
2. Minimum of a High School Diploma or GED

**Knowledge, Skills and Abilities:**

The successful employee will demonstrate individual competence in the following areas:

1. Ability to follow safety requirements pertaining to young children
2. Understanding of basic child development and appropriate childcare practices
3. Ability to work with and follow the direction of the classroom Lead Teachers and program supervisors
4. Effectively respond to questions from coworkers, parents, and Program Director in a timely manner
5. Ability to work independently without direct oversight
6. Possess the ability to be flexible

**Physical/Mental Requirements:**

1. Must be able to routinely perform the following physical activities as dictated by activity; run, jump, climb, bend, stoop, kneel, twist, reach with hands, sit, stand, walk, and perform moderate physical activity for extended periods of time, lift and/or move up to 50 pounds, have finger dexterity, grasp, perform repetitive motions, talk, hear and have visual acuity
2. Must possess mental alertness, problem solving and task management skills; ability to make independent and sound decisions in a rapidly changing environment
3. Must demonstrate a high level of maturity, patience, dependability, sound judgment, and the desire to work with all ages
4. Must exhibit initiative
5. Must be able to relate to and work with diverse groups of people in a friendly and consistent manner
6. Must work collaboratively as a team member as well as independently and lead by assigned goals, duties, and deadlines
7. Must always present a neat and professional appearance

**Job Requirements:**

1. Commitment to the YMCA mission, vision and values
2. Must attend New Employee Orientation and meet applicable KDHE requirements within 30 days of hire
3. Complete Pediatric CPR/AED, Pediatric First Aid, Listen First Workshop, and KDHE Health and Safety trainings as applicable to current regulations and in accordance with Conditions of Employment
4. Understand and abide-by all policies and procedures as set forth by the association
5. Ability to supervise participants and maintain safety standards actively and effectively
6. Ability to handle all questions and concerns and resolve conflicts in a courteous and professional manner

## **JOB RESPONSIBILITIES**

### **Planning:**

1. Assist the classroom teacher in implementing weekly lessons and activities
2. Follow posted lesson plans and classroom schedule as directed by lead teacher
3. Participate in lesson planning
4. Record observations as directed by the lead teacher to monitor developmental progress and behavior concerns
5. Facilitate children's learning through participation and encouragement
6. Assist any child who needs to be fed, changed or have other needs addressed

### **Program Operations:**

1. Effectively communicate the mission, vision, and values of the Wichita YMCA
2. Develop and maintain positive, open relationships with families and coworkers, including successes and positive behaviors, as well as challenges
3. Greet parents by name upon arrival and departure
4. Document and communicate all concerns to the Lead Teacher
5. Redirect parent concerns to classroom teacher or Program director in a courteous manner
6. Follow all program guidelines regarding food service, clean up and food storage
7. Support and demonstrate discipline practices in accordance with the YMCA's policies and KDHE regulations
8. Support and follow individual behavior plan for children as directed by the classroom teacher
9. Child Abuse Prevention – Responsible for adhering to boundary policies, attends required training, follows procedures for high-risk activities and supervision, reports suspicious behaviors and policy violations, and complies with mandated reporting.
10. Support toilet training and assist children when accidents occur

### **Classroom Organization:**

1. Manage all classroom supplies and equipment in a safe and organized manner
2. Maintain the classroom environment to support smooth transitions and the independent learning of children
3. Ensure all supplies and classroom items are stored neatly in all areas of the classroom, including but not limited to cubbies, centers, and tops of shelves
4. Follow the cleaning schedule, as posted and additional items as necessary
5. Display all postings and children's work in a neat and orderly manner
6. Maintain complete familiarity with all risk management procedures and policies

### **Strong Community Campaign:**

1. Engage and actively participate in annual campaign, including but not limited to solicitation of donations and facilitation of impact tours

### **Other:**

1. Attend all required staff meetings and trainings
2. Follow program dress code
3. Maintain proper attendance. More than 3 unexcused absences in the year are considered excessive.
4. Maintain confidentiality on a strict need-to-know basis, with parents, outside agencies and the general public
5. Meet or exceed all KDHE regulations, CACFP guidelines and in-service hours
6. Represent the YMCA well to all who encounter you and your program
7. Take concerns and/or complaints directly to the program director, thus eliminating unnecessary negativity and misunderstandings
8. Follow the Association's Code of Conduct and Child Abuse Code of Conduct
9. Personify the YMCA's Core Values of Caring, Respect, Honesty and Responsibility in all interactions with children, parents, co-workers, and the community
10. DO ANYTHING DEEMED NECESSARY TO MAKE THE CENTER FUNCTION IN AN EFFICIENT AND APPROPRIATE MANNER

Staff Printed Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor Printed Name\_\_\_\_\_ Signature\_\_\_\_\_ Date\_\_\_\_\_