



**FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

LEARNING LADDER PRESCHOOL TEACHER – SPANISH BILINGUAL

Job Title: Learning Ladder Preschool Teacher – Spanish Bilingual

Status: P/T Non-Exempt

Reports to: Lead Teacher & Child Care Services Director

Department: Child Care

Revision Date: November 2018

POSITION SUMMARY:

This position supports the work of the YMCA, a leading nonprofit committed to strengthening community through youth development, healthy living, and social responsibility. Develops, organizes and implements high quality YMCA child care program. Desire to work with children. Skilled in executing and organizing age appropriate activities for children. Ability to be a positive role model. Display emotional maturity and stability. Ability to enforce Learning Ladder child care policies. Stay up to date with trainings. Provide a quality experience for children and parents focused on the YMCA core values: honesty, respect, responsibility, and caring.

ESSENTIAL FUNCTIONS:

- Assist Lead Teacher in the supervision of children in the 4/5 yr. old classroom
- Be enthusiastic and actively interacting with children in the all activities at all times
- Work closely with the Lead Teacher in planning the weekly lesson plans and assist in the development of activities including arts and crafts, games, stories, etc.
- Maintain daily communication with Lead Teacher and immediately communicate any issues of concern
- Demonstrate proper care and storage of equipment and supplies
- Attend to the needs of the children promptly and with care
- Report any unsafe conditions/behaviors to Lead Teacher immediately
- Intervene with children as needed when safety might be compromised
- Maintain ratios at all times
- Actively participate with children during all large and small group activities, during breakfast/lunch /snack, and while on the bus/vans
- Assist in providing discipline for children according to policy and maintain respect for the child
- Assist to maintain and complete routine and required forms that include, but not limited to: attendance records, observation records, and incident/injury reports
- Assist at meal times: Opening milk, snacks, condiments
- Assist in small group areas: play with the children, help children with clean up time
- Assist in setting up small group areas
- Assist in setting up lesson for the day
- Assist in setting up meal time areas
- Adheres to program standards including safety and cleanliness standards
- Attends mandatory staff meetings and trainings
- Follows and implements YMCA policies and procedures, including those related to medical, disciplinary, and emergency situations.
- Assist in a consistent schedule for the sanitation of toys
- Any other task assigned by the Lead Teacher

YMCA COMPETENCIES:

YMCA Mission: To put Christian Principles into practice through programs that build healthy spirit, mind and body for all.

YMCA Cause: To strengthen the foundations of community through the areas of focus of youth development, healthy living, and social responsibility.

YMCA Character Development: The core values that guide the YMCA in fulfilling the mission and goals are: Caring, Honesty, Respect, Responsibility

QUALIFICATIONS:

- Must be at least 18 years of age and possess a High School Diploma or equivalent
- Experience preferred in working with preschool age children and/or CDA Credential or degree in Early Childhood
- Bilingual capacity preferred
- Completion of CPR, First Aid, AED certifications and Child Abuse Prevention and Blood borne Pathogens training within 30 days of hire.
- Fulfillment of VCP specific hiring standards such as but not limited to- TB Screen, fingerprint background check, copy of current physical, copy of HS or higher education diploma, and drug screen within 30 days of hire.
- Completion of all orientation training- YMCA Modules and Health and Safety Modules, Civil Rights, and CACFP orientation.

WORK ENVIRONMENT & PHYSICAL DEMANDS:

- Ability to visually observe children and to physically intervene when the safety of a child could be compromised.
- Ability to move physically move with participants through a wide variety of indoor and outdoor program settings and activities
- Physically able to lift and carry at least 40 lbs.
- Display emotional maturity and stability

Please send resume and cover letter to Tristen Comegys, Chief Executive Officer, via e-mail at t.comegys@ccfymca.net or by mail to 950 S Maish Rd., Frankfort, IN 46041.