YWCA JOB DESCRIPTION

TITLE: Infant/Toddler Care · Child Care · Junior Camp · Camp Downtown · School Age Teachers

REPORTS TO: Child Care Director

STATUS: Non-Exempt

WORK SCHEDULE: Full-Time/ Part-time (schedules determined on enrollment numbers)

GENERAL FUNCTIONS
This position is responsible to ensure that a safe, high-quality program is operating at all times; to plan and carry out a daily program in accordance with the State of Wisconsin Licensing Regulations, Youngstar and NAEYC criteria to commit professional leadership to the achievement of the YWCA’s mission, philosophy and purpose.

QUALIFICATIONS
- Be at least 18 years of age.
- Have High School Diploma or its equivalent as determined by the DPI.
- Must have a minimum of an Associate Degree in Early Childhood Education or related field. Bachelor degree in Early Childhood Education or related field strongly preferred.
- Must be certified in CPR/AED or willing to complete certification within 3 months of hire.
- Prior experience working with children required.
- Be familiar with NAEYC, YOUNGSTAR, & Wisconsin Model of Early Learning Standards

JOB SEGMENTS

Interactions with Children:
- Treats children in developmentally appropriate ways
- Serves all children without bias or favoritism
- Is aware of individual diet/health concerns, together with responses requests by parents
- Adjusts activities to meet individual needs
- Encourages children led activities
- Encourages children’s independence and pro social behavior
- Interacts frequently, affectionately and respectfully by smiling, speaking, and appropriately touching/holding children
- Speaks in a friendly, calm, soft, courteous manner within close proximity of the child
- Respects and observes children’s interests. Intervenes when needed to maintain safety
- Enhances children’s play with language, toys and activities
- Communicates directly with each child at the child’s level
- Practices positive discipline – does not aim to punish or issue threats or ultimatums
- Is attentive, flexible and supportive of children and their families

Interaction with Families:
- Strives to understand and respond supportively to family values, needs and concerns regarding child care
- Talks with families about their children in an honest, sensitive and confidential way
- Starts every conversation about a child to their family with something positive
- Acknowledges families and all classroom visitors. Demonstrates a friendly, courteous and professional demeanor.
- Responds to parents’ comments and concerns with sensitivity, interest and respect
- Maintains confidentiality
• Establishes and maintains a primary care-giving relationship with individual children and their families
• Communicates verbally and/or in writing with parents daily regarding development and specific activities of children in classroom
• Shares resources with parents through discussions, articles, parent boards, newsletters and community contacts

Curriculum:
• Understands and facilitates a variety of ways for children to express their developmental achievements
• Views play and investigation as the most important and primary mode for learning
• Plans for learning that is engaging, interesting and challenging
• Individualizes instruction as curricular plans are implemented
• Designs an environment which responds to children’s individual developmental levels
• Provides a variety of developmentally appropriate materials and activities which foster social skills and encourage children to think, problem solve, question and experiment
• Encourages creative expression
• Demonstrates respect for diversity by providing anti-bias, non-sexist language, images and experiences which reflect both center and global communities
• Documents children’s accomplishments through anecdotal notes and photos
• Supervises learning center time by participating with children in group games, enforcing safety rules, encouraging children to develop positive relationships with classmates, staff and visitors (indoors and outdoors)
• Prepares and posts bulletin boards and other classroom or hall displays containing information, work, or items of interest for children and families
• Uses paid planning time wisely

Physical Environment, Health, Safety & Nutrition:
• Maintains and follows all safety and health rules of the center
• Knows the number of children in their group and maintains staff-to-child ratios and accurate records at all times
• Supervises and maintains an awareness of the entire group of children at all times
• Understands and follows cases of suspected child abuse and neglect Mandatory Reporting procedures for child care
• Encourages children to utilize appropriate health, safety and nutritional practices
• Keeps environment and equipment safe, clean and attractive. Encourages respect for classroom and playground materials
• Arranges space in clearly-defined, well-organized activity areas
• Organizes a variety of materials on low, open shelves for children to use independently
• Aids children in eating, dressing, and other self-help activities to develop appropriate habits
• Makes daily observation of the health of children, reporting conditions which require attention of the Child Care Director
• Performs required/necessary maintenance/housekeeping tasks each week, including sanitizing toys and cleaning equipment and materials
• Serves all meals family style and allow for conversation at the table
• Teaches children to respect materials and equipment through instruction and modeling expected behavior. This includes showing them how items are to be played with and put away
• Assures State Licensing rules are met at all times with 100% compliance

Accreditation:
• Uses the core values and standards of the National Association for the Education of Young Children (NAEYC) to guide all aspects of program implementation and enhancement
• Abides by the ethical standards of NAEYC, with particular attention to confidentiality
• Prepares lesson plans coded with WMELS and NAEYC standards
• Documents classroom programs in the NAEYC portfolio
• Participates in NAEYC re-accreditation work every five years
Record Keeping:
• Updates sign in and out records as needed.
  (Note: Sign in and out records are legal documents and should not be drawn on. Uses black or blue pen – no color markers, as this prohibits the document from being photocopied correctly)
• Fills out food program sheets at point of service of meals ONLY
• Completes appropriate paperwork in a timely manner. This includes but is not limited to:
  o Incident Reports (on the day incident occurs)
  o Entry in Medical Log book (on the day medicine is given or incident occurs)

Professionalism:
• Maintains confidentiality about issues concerning other faculty members, children and families, or YWCA management and families
• Demonstrates knowledge of ages and stages of child development
• Understands the general areas of physical, social, cognitive and emotional development for the ages of children in which we serve
• Supports YWCA mission, philosophies, values, goals and policies
• Ensures continuity of care for children by reporting to work on time and maintaining consistent attendance, arranging and communicating leave requests in advance
• Respects and adheres to staffing schedules, which may be adjusted as program needs change, and may include working in another classroom
• Demonstrates flexibility and openness to new ideas in teaching and child care practices
• Meets the required amount of continuing education hours per year of employment and continue professional growth by attending courses/trainings and reading professional literature
• Creates a realistic and reflective professional growth plan
• Receives constructive criticism with an attitude that indicates willingness to improve. Gives feedback in a respectful manner.
• Participates in staff meetings, training sessions, conferences, and workshops
• Maintains current CPR/AED and First Aid certification
• Participates in and assists with planned family events.

Teamwork:
• Establishes and maintains a relationship of cooperation and respect with co-workers
• Demonstrates initiative and assume a fair share of work. Participates actively in teaching team through communication, collaboration and curriculum planning.
• Communicates directly and works quickly and efficiently to resolve conflicts/issues
• Exercises care in expressing views regarding the personal attributes or professional conduct of co-workers. (Note: Statements are based on first-hand knowledge and relevant to the interests of children and programs.)

Physical Requirements:
• Follows State, Federal and YWCA guidelines for immunizations, employment physical/TB test, and required health and safety trainings
• Supervises and interacts daily with children outdoors for extended periods in varied weather conditions. Participates in pool activities with the children (in the water, locker room, on pool deck, etc.).
• Responds immediately and appropriately to multiple or unexpected situations or emergencies
• Maintains mental and physical alertness and an appropriate level of energy to perform essential job requirements
• Must be able to lift 5-20 lbs. frequently on a daily basis, and up to 40 lbs. occasionally
• Must be able to frequently bend and twist, kneel, sit and play on the floor with all age groups and special needs children
• Average sight to be able to locate children, check children in and out, and to find and complete necessary paperwork
• Must be able to communicate with other staff, children of all ages and abilities, and parents
• If alone, must be able to read, write, communicate with and hear children
Must be physically able to work with children
Must be free from any communicable diseases and meet all health requirements according to State and Federal regulations

On-going Requirements:
- Applies these basic principles while working at the YWCA
  - Focuses on the situation, issue or behavior, not the person
  - Maintains the self-confidence and self-esteem of others
  - Maintains constructive relationships with employees, peers and managers
  - Takes initiative to make things better
  - Leads by example
- Nurtures and demonstrates support for all supervisors and co-workers
- Demonstrates support of total quality management and continuous quality improvements

Scope Of Authority:
- Must have prior approval from supervisor to:
  - take time off from scheduled work hours/days or alter schedule
  - discuss behavior or developmental concerns with a parent
  - purchase supplies or spend petty cash
  - seek outside support services for individual children
  - schedule a field trip
  - transition a child into another classroom
- May take action, but must inform supervisor when you:
  - care for a child with a significant injury
  - acknowledge and listen to a parent concern
  - file a suspected child abuse and neglect complaint

Employee Signature and Date

Childcare Program Director Signature and Date