

## 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:
  - Incident Reports (on the day incident occurs)
  - 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

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Employee Signature and Date

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Childcare Program Director Signature and Date