

**YWCA of Charleston**  
**Mel Wolf Child Development Center**  
**Job Description**

**JOB TITLE:** Assistant Teacher

**JOB PURPOSE:** Under the direction of the Lead Teacher, the Assistant Teacher directs activities in a child care room and assists in developing programs and activities appropriate for the learning and social needs of each child, taking into account the particular strengths and weaknesses that each child may possess.

**ACCOUNTABILITY:** reports to the Lead Teacher

**STATUS:** Non-exempt

**DUTIES AND RESPONSIBILITIES:**

1. Carry out a curriculum developed by the Lead Teacher emphasizing age-appropriate activities to help children learn and develop
2. Maintain a schedule and structure in the room that promotes positive interactions with children, guides and directs their behavior, and reduces or eliminates the need for reactive behavior intervention
3. Provide behavior intervention, as needed, without recourse to physical or emotional punishment
4. Carry out appropriate activities on a routine basis
5. Seek appropriate direction or assistance for non-routine or emergency situations
6. Develop positive relationships with parents and encourage them to be involved in their child's care
7. Follow guidance from the Lead Teacher to assure that State child care licensing standards are met at all times, including standards related to health and safety
8. Attend staff meetings and training sessions as assigned
9. Provide duties assigned by the Lead Teacher, which may include, but not be limited to:
  - a. Assisting parents with signing each child in and insuring that it is done correctly
  - b. Keeping Information Sheets current and in good order
  - c. Carrying out new policies
  - d. Maintaining first aid kits and updating them as needed
  - e. Assisting parents to assure that medication request forms are completed correctly.
  - f. Maintaining appropriate records for each child
  - g. Ensuring that the room, toys, and equipment are kept clean and in good order.
  - h. Inspecting equipment regularly for safety purposes and making requests for repairs to equipment in a timely manner
  - i. Carrying out health and safety routines at all times
10. Other duties as assigned

**QUALIFICATIONS:**

1. High school diploma or equivalency
2. One (1) year of relevant work experience
3. Knowledge and ability to meet the requirements of the State child care licensing standards
4. Visual acuity to permit routine assessment of children, observation of child and staff conduct, and to allow development and use of materials to create a “print rich” environment that includes daily age-appropriate reading and literature activities
5. Auditory acuity sufficient to monitor classroom activity and to engage in meaningful communication with children, parents and staff.
6. Expressive communication skills to enable clear guidance to children and staff during routine and emergent situations
7. Must meet health requirements established by State licensing standards
8. Must pass criminal background check
9. Be at least 21 years of age

**PHYSICAL DEMANDS/WORKING ENVIRONMENT:**

Regularly required to:

- Stand/walk for long periods of time without a break
- Remain seated in a normal position for up to half the work day
- Stoop, kneel, crouch, crawl
- Talk & hear; verbally express ideas, information, & instructions
- Have the ability to work around moderate noise
- Be exposed to possible hazardous airborne material
- Lift, pull, push, or carry up to fifty (50) pounds

Rarely required to:

- Be exposed to adverse weather conditions
- Be exposed to others that may have open cuts or wounds
- Climb ladders
- Lift, pull, push, or carry up to one hundred (100) pounds

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