



JOB DESCRIPTION

YMCA OF METROPOLITAN LOS ANGELES

Job Title: Teacher I
FLSA Status: Non Exempt
Status: Part-Time
Competency Level: Leader

Reports To:
Job Grade:
Start Date:

POSITION SUMMARY

This position supports the work of the Y, a leading nonprofit committed to strengthening community through youth development, healthy living, and social responsibility. The Teacher positive, nurturing relationships with children while building cooperative relationships with parents/caregivers. Promotes and supports the potential of all youth in programs and facilitates peer-to-peer connections as part of the overall program experience. Provides direction for the children in the classroom, and implements program curriculum. Provides a quality experience to children and parents that focuses on building achievement and belonging in youth and relationships among youth and within families.

MINIMUM QUALIFICATIONS

AGE: Eighteen years or older

EDUCATION: high school diploma or equivalent

ECE/CD UNITS: Infant/Toddler: 12 core semester units ECE with 3 units in infant care.

Preschool: 12 semester units in ECE of CD or current Child Development Associate Teacher, Teacher, or Master Teacher Permit or Child Development Associate (CDA) credential and 6 months experience. School-Age: 12 semester units in ECE or CD or 6 semester units in ECE or CD and 6 semester units in recreation, arts & humanities, human services that can be directly applied to program delivery.

RELATED EXPERIENCE: 6 months previous experience working with children in a group setting. Ability to plan, organize and implement age-appropriate/developmentally appropriate program activities. Previous experience with diverse populations preferred. Ability to develop positive, authentic relationships with people from different backgrounds.

SPECIALIZED SKILLS: Strong character values (respect, responsibility, honesty, caring); strong communication skills; emotional maturity

LICENSES & CERTIFICATIONS: Current approved EMSA First Aid; Adult, Infant and Child CPR Certifications (8 hours). Completion of child abuse prevention training prior to first day in program. Basic Water Safety certification for school-age summer programs. 9 Hour course in Preventative Health Practices (PHP).

IMMUNIZATION & PHYSICAL: Current TB, influenza (limited exceptions), pertussis, and measles vaccination and physical exam.

YMCA COMPETENCIES (Leader):

Relationships, Communication, Developing Others, Inclusion, Quality Results, Project Management, Functional Expertise



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ESSENTIAL FUNCTIONS

1. Nurtures children through purposeful programming dedicated to building achievement and belonging in youth and relationships among youth and within families.
2. Full understanding of licensing regulations (Title 22) and responsible for ensuring assigned location operates in full compliance at all times. Steps in as individual in charge when Site Director is not present during program hours as assigned.
3. Maintains close visual supervision of a group of assigned children, following ratios based on specific program. Provide oversight and guidance to Teacher Aide as assigned.

Licensed Preschool	Infant	1 Teacher to 4 infants 1 Fully Qualified Teacher and 2 Aides to 12 infants
	Toddler	1 Teacher to 6 toddlers 1 Fully Qualified Teacher and 1 Aide to 12 toddlers
	Preschool	1 Teacher to 12 children 1 Partially Qualified Teacher and 1 Aide to 15 children 1 Fully Qualified Teacher and 1 Aide to 18 children
State Subsidized Preschool (Title 5)	Infant (birth – 18 month)	1:3 adult-child ratio 1:18 teacher-child ratio
	Toddlers (18 months-36 months)	1:4 adult-child ratio 1:16 teacher-child ratio
	Preschool (36 months – kindergarten)	1:8 adult-child ratio 1:24 teacher-child ratio
Licensed School-Age	1:14 on site 1:12 field trips 1:6 water activities <i>Teacher aide must work under the supervision of a qualified teacher; never alone with a group of children with the exception of taking children to and from the restroom</i>	

4. No child is left unsupervised or staff alone with a child at any time.
5. Help children manage behavior using a positive approach, including proactive strategies, redirection and using constructive discipline with natural and logical consequences.
6. Actively supports the YMCA is committed to inclusion and compliance with the American with Disabilities Act (ADA) where appropriate.
7. Planning and implementing program curriculum and activities that are culturally relevant, developmentally appropriate, consistent with the YMCA values, and established guidelines.
8. Adheres to program standards including safety and cleanliness standards, maintains site and equipment, and maintains required program records in accordance with Title 22 regulations, funding terms and conditions, and YMCA expectations.
9. Makes ongoing, systematic observations and evaluations of each child. Communicates with supervisor regarding child's development.
10. Cultivates positive relationships and maintains effective communication with parents. Engages parents as volunteers and connects them to the YMCA.
11. Attends and participates in family events, program activities, staff meetings and trainings.



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12. Follows YMCA policies and procedures, including those related to medical and disciplinary situations, child abuse prevention and emergencies. Follows reporting procedures and proactively responds to situations to ensure a safe environment for all involved.
13. Understands and complies with current federal, state, local regulations, and YMCA policies and procedures at all times.
14. Maintains positive relationship with parents, other YMCA team members and community partners. Models relationship-building skills (including Listen First) in all interactions.
15. All other duties as assigned by your supervisor.

WORK ENVIRONMENT/MINIMUM PHYSICAL REQUIREMENTS

- You must have the physical, visual, and auditory ability to perform the essential functions of the job with or without reasonable accommodations.
- Ability to plan, lead, and participate in activities.
- Job is performed in indoor as well as outdoor environments throughout the year.
- Job does include water-related activities.
- Ability to lift 30-35lbs

ACKNOWLEDGEMENT

This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

The employment of all Association employees is at-will. This means that either the employee or the Association may terminate the employment relationship at any time, for any reason, with or without cause or advance notice. This Policy of at-will employment only can be changed by an express written agreement signed by the CEO.

I understand that as a representative of the Association I will be expected to model the highest standards of behavior and performance in my position. In that regard, I understand and agree that I will comply with all policies and procedures that are applicable to me and/or to my job position, including, but not limited to, the Employee Handbook.

Employee Name (printed)

Employee Signature

Date