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Title: Pueo Teacher

Reports to: Branch Director

Status: Part-Time

**Basic Job Description**:

Provides direction for the program and implements curriculum in the classroom. Provides a quality experience to children and parents that focuses on the YMCA core values: honesty, respect, responsibility, and caring.

**Primary Responsibilities:**

1. **Program and Service Management**
* Develop and deliver an enriching early learning program that consists of a morning circle, learning centers, desk work and a closing circle
* Vary activities used in the learning centers/desk work to provide different developmental opportunities
	+ Model effective behaviors in dealing with children that parents can use in their own interactions with their child, implement a behavior plan
	+ Inform parents on child development through formal and informal discussions and progress reports
	+ Prepare all materials needed prior to each pre-school session
	+ Interact with parents/caregivers and children, modeling appropriate behavior
	+ Attend all staff trainings and meetings
1. **Administrative Responsibilities**
	* Ensure participant is signed in/out each time they attend
	* Record statistics and submit monthly sign in sheets to the director
	* Keep an updated roster and file on each child to include: parent information, photo release, any allergies, etc.
	* Turn in lesson plans monthly to director by due date set by director
	* Implement the Y core values of caring, honesty, respect, and responsibility
	* Inform Branch Director and Program/Admin Assistant of children’s excessive absences
	* Time sheets should be filled out accurately on a daily basis and submitted by the end of each pay period.
2. **Financial Responsibilities**
	* Inform Program/Admin Assistant of any supplies needed for the next month. Anything needed immediately, you need to get Branch Director’s approval and purchase item on your own. Receipts should be turned in immediately to the Branch Director for signature.
3. **Publicity and Public Relations**
	* Provide ASYMCA program fliers to all who enter the ASYMCA building, when appropriate
	* Encourage participation in ASYMCA events and other programs
	* May occasionally be expected to work at special events/fundraisers over and above normal working hours (i.e. Father Daughter Dance, Healthy Kids Day, etc.)
4. **Facility Management**
	* Maintain classroom in an orderly manner
	* Organize and clean areas that are used for the program
	* Assist with maintenance of common areas
5. **Equipment Management**
	* Keep equipment clean and sanitary
	* Repair or arrange for repairs of equipment as needed
6. **Other duties as assigned by the Branch Director**

**Qualifications:**

* Bachelor’s Degree in Early Childhood Education or related field preferred. Work experience may also be substituted for educational requirements
* Understanding of the issues military families undergo
* Experience working with preschool age children

**Working Conditions**:

* Classroom setting
* Must be able to stand and sit throughout the day

**Post Hire Requirements**

* Proof of a TB test within the last year. If test is positive, documentation of treatment plan is required.
* Complete First Aid and CPR training within 90 days of hire date
* Complete Child Abuse and Neglect Recognition and Reporting Training within 30 days of hire date
* Complete required on-line Redwoods training prior to start date
* Must pass a criminal background check

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Employee Signature Date