

YWCA of Minneapolis Job Posting

Job Title: Assistant Teacher – School Age / PT (#059)

Site: Midtown

Hours: 7:00am – 9:30am M-F (12.5 Hours per week)

Pay: \$12.00

Job Summary: Responsible for developing and implementing a high quality, nurturing, anti-bias, developmentally appropriate environment and curriculum for a classroom with a high percentage of at risk children. This position is also responsible for the daily care and nurturing of a primary care group of children and reporting the child’s progress to parents.

*Must be able to flex work schedule within 7 am – 6 pm center hours

ESSENTIAL FUNCTIONS:

Assist in the smooth operation of the classroom as described below:

- With the classroom staff team, develop and implement developmentally appropriate, anti-bias, multi-cultural curriculum for the classroom and primary care group.
- Foster classroom environment conducive to the long range curriculum objectives.
- Ensure nurturing, culturally sensitive care for each child.
- Foster and assess physical, social, emotional and cognitive development in each child.
- With the Lead Teacher and Children’s Service Coordinator consult with parents and provide individual developmental plan and services for special needs and at risk children.

Take full responsibility of classroom and environment for 25% of the day:

- Provide opening or closing security
- Provide back-up in absence of Lead Teacher.
- Handle curriculum activities.
- Provide work direction to classroom aides.
- Maintain behavior guidance plans.
- Assure the safety of the children and making sure families are informed and included.

Handle overall site needs and all record keeping as describe below:

- Maintain high level of health and safety and assure emergency procedures are known and practiced.
- Assist teams in maintaining files and recording keeping for government, funder and accreditation requirements.
- Assist teams in monitoring and obtaining supplies, equipment and repairs for classroom.
- Participate in center, building and agency teams.
- Actively pursue professional development.
- Understand and interpret the YWCA mission to children, staff and families.
- Complete 40 hours of in service training per year.

Other

- Substitute for absent staff as assigned by Program Manager. Handling the duties as listed above.
- Substitute in kitchen or assist cook and provide meal, clean-up and sanitation as required by USDA, licensing and accreditation agencies

	<p>RELATIONSHIPS: This position reports to the Lead Teacher who reports to the Early Childhood Education Manager. The incumbent will interact with the Lead Teacher, Assistant Teacher, Part-time Aides, Substitutes, children and parents.</p>
<p>Qualifications:</p>	<p>Required:</p> <ul style="list-style-type: none"> • CDA plus 6 credits in Early Childhood Education (ECE) – OR – 16 credits in or related to ECE. • 2080 hours in classroom experience • Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. • Ability to write routine reports and correspondence. • Ability to communicate effectively to parents and co-workers. • Ability to plan, organize, and prioritizes the daily routines, activities, and curriculum for the classroom children and staff. • Ability to carry out responsibilities independently but also in a team setting. • Ability to serve and meet the needs of the customers (Parents, children, and co-workers) in an exceptional manner. • Ability to establish and maintain an effective relationship with customers to gain their trust, respect and involvement with activities. <p>Preferred:</p> <ul style="list-style-type: none"> • Certified in First Aid and CPR <p>Physical Demands:</p> <p>While performing the duties of this job, the employee is regularly required to talk or hear, stand, walk, sit, use hands to fingers, handle or feel, reach with hands and arms, stoop, kneel, crouch, or crawl. The employee frequently is required to climb or balance and taste or smell. The employee must regularly lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision and depth perception</p>
<p>Job Posting Dates:</p>	<p>July 29,2010 - Until position is filled</p>

Send resumes and unofficial transcript that shows Early Childhood Education credits to:

YWCA of Minneapolis
Attn: Human Resources
1130 Nicollet Mall
Minneapolis, MN 55403

Fax: 612-215-4103

Email: hr@ywcamppls.org