



**FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY**

## **RIVER VALLEY REGIONAL YMCA CLASSROOM SUBSTITUTE JOB DESCRIPTION**

Job Title: **Classroom Substitute**  
Reports to: **Childcare Director**  
FLSA Status: **Non-Exempt**

Branch Location:  
Revision Date: **7/11/2022**

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### **POSITION SUMMARY:**

The Classroom Substitute Teacher functions as a part of the teaching team assisting with the implementation of a developmentally appropriate daily program of activities and the care of children. Work is performed under the close supervision of permanent Childcare Staff and the Childcare Director and involves sharing the responsibilities pertinent to ensuring the safe and healthful care and management of enrolled children.

### **QUALIFICATIONS:**

1. High School Diploma or General Education Certificate.
2. Compliance with Act 33, to include documentation of Child Abuse History (Form CY-113) and Criminal History (Form SP4-164) FBI fingerprinting, and National Sex Offender Registry Clearance.
3. Biannual physical examination and initial TB (Mantoux) Test and freedom from any infectious or communicable disease.
4. Ability to work with and relate well to young children and coworkers.
5. Successfully complete the New Staff Orientation.
6. At least 18 years of age.
7. CPR, First Aid, AED certifications and Child Abuse mandated reporter training within 30 days of hire date.
8. Ability to plan, organize and implement age-appropriate/developmentally appropriate program activities.
9. Previous experience with diverse populations. Ability to develop positive, authentic relationships with people from different backgrounds.
10. Willingness to work with varying ages of students in at least one River Valley Regional YMCA childcare location.

## **CLASSROOM ASSISTANT JOB DESCRIPTION**

### **SUPERVISORY RESPONSIBILITIES:**

The substitute child care teacher does not directly supervise other staff. However, all department staff are responsible for each other's safety and well-being.

### **ESSENTIAL FUNCTIONS:**

#### ***Assists in establishing and maintaining a safe and healthful learning environment:***

1. Assists in maintaining an efficient, classroom including interest areas that provide direction and a sense of organization.
2. Keeps equipment and materials in good repair and stored in a safe, orderly fashion.
3. Cleans and sanitizes toys and cots weekly and other times as needed.
4. Assists in supporting children's social-emotional development and providing positive guidance.
5. Assists in providing children with opportunities for success through individual, small group and large group activities, including free play.
6. Involves children in all phases of self-help training (dressing, toileting, handwashing, eating, etc).
7. Utilizes appropriate group management techniques.
8. Eats with children modeling proper table manners and sharing the same menu .
9. Encourages daily health routines with children including tooth brushing and hand washing.
10. Provides adequate supervision ensuring the safety of active children.
11. Provides guidance in nutritional experiences including family style meals (self-service, passing, pouring, table setting, table cleaning, etc).

#### ***Assists in establishing positive and productive communication with families:***

12. Speaks with families in a friendly, courteous, and respectful manner.

#### ***Carries out supplementary and planning responsibilities:***

13. Helps with maintaining cleanliness of classroom (washes tables before and after snack, sweeps floor, cleans up any spills promptly, etc.)
14. Attends and participates in monthly staff meetings as able.
15. Assumes responsibility of classroom in supervisor's absence.
16. Reports immediately any child suspected of being abused to the Director.
17. Follows appropriate dress code set forth by the agency.
18. Completes required number of training hours annually.
19. Adheres to policies and procedures as outlined in the Employee Handbook and Policy and Procedure Manual.

## CLASSROOM ASSISTANT JOB DESCRIPTION

### YMCA COMPETENCIES (Leader):

Mission Advancement: Accepts and demonstrates the Y's values. Demonstrates a desire to serve others and fulfill community needs. Supports fund-raising.

Collaboration: Works effectively with people of different backgrounds, abilities, opinions, and perceptions. Builds rapport and relates well to others. Seeks first to understand the other person's point of view, and remains calm in challenging situations. Listens for understanding and meaning; speaks and writes effectively. Takes initiative to assist in developing others.

Operational Effectiveness: Makes sound judgments, and transfers learning from one situation to another. Embraces new approaches and discovers ideas to create a better member experience. Establishes goals, clarifies tasks, plans work and actively participates in meetings. Strives to meet or exceed goals and deliver a high-value experience for children and families.

Personal Growth: Pursues self-development that enhances job performance. Demonstrates an openness to change, and seeks opportunities in the change process. Accurately assesses personal feelings, strengths and limitations and how they impact relationships. Has the functional and technical knowledge and skills required to perform well; uses best practices and demonstrates up-to-date knowledge and skills in technology.

Communication: Listens and expresses self effectively and in a manner that reflects a true understanding of the needs of the audience. Communicates effectively with different audiences at all levels in the organization, easily adapting his/her approach and the focus of his/her message to the audience.

### PHYSICAL DEMANDS:

1. Ability to plan, lead and participate in activities.
2. Ability to lift a minimum of 35 pounds.
3. Ability to stand for long periods of time.
4. Ability to get down on the floor and interact with the children on their level.

### DECLARATIONS:

1. This job description is not all-inclusive and the Classroom substitute will also perform other reasonably related duties assigned by immediate supervisor and other management personnel.
2. The Association reserves the right to review or change the job responsibilities of this position to meet the needs of the Association as those needs continue to change.
3. This job description does not constitute a written or implied contract of employment.

## EMPLOYEE ACKNOWLEDGEMENT

**CLASSROOM ASSISTANT JOB DESCRIPTION**

1. I acknowledge I have read and understand the job description for **Classroom substitute**.
2. I understand that it is my responsibility to comply with this job description.
3. I understand that I should consult my supervisor regarding any questions I may have in reference to this job description.
4. I understand that this job description may be revised at any time without prior notice. All changes will be communicated to me and a new job description will be available for my review and signature.
5. A copy of this signed acknowledgement will be included in my personnel file.

I have read, understand, and accept the job description as written.

\_\_\_\_\_  
Printed Name of Employee

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date