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## ASSISTANT TODDLER TEACHER

The Downtown location of the Y's Early Learning Program is hiring an assistant two-year-old teacher!

We are searching for a new assistant teacher to join our classroom of toddlers (ages 2-3 years). Our classroom is home to 14 children, ages 2 to 3 years old. For a majority of the day we have 3 teachers in the classroom. Applicants should be willing to grow as a teacher, work as a team, and be able to really help out the lead teacher in the classroom with daily responsibilities.

We are looking for candidates that are able to learn, grow, and reflect on their teaching while helping some of our smallest learners navigate their world. If you are interested in becoming a part of our team, please check out the job description below and apply today!

### DUTIES AND RESPONSIBILITIES

Job Title: **Assistant Toddler II Teacher (Downtown)**

FLSA Status: Non-Exempt, Full Time

Leadership Role: Leader

Daily Schedule: Monday-Friday, 8:15-4:30

Compensation: \$12 per hour

Act as a supporting staff to the Lead Teacher by assisting with the implementation of daily schedules and planned activities. This may include taking responsibility for the classroom when the Lead Teacher is not present, communicating important information to the Lead Teacher, and carrying out specific requests made by the Lead Teacher.

In relation to children:

- Observe classroom attentively, maintaining safety as the priority.
- Be accountable for all children in your care.
- Perform a health and wellness check for each child as they arrive.
- Be actively involved in the teaching process at all times.
- Do not hold children accountable for poor decisions made in the past. Begin each day with positive expectations for individual children.
- Understand that discipline and guidance begins with developing an individual relationship with each child.
- Understand and follow the established YMCA Positive Guidance/Behavior Management policy.
- Follow toddler daily schedules of feeding and meals, diapering, and napping using best practices in early childhood learning and development.
- Assist, alongside other teachers, in implementing early potty training for those children who are ready.
- Work alongside the Lead Teacher and other classroom teachers to engage children in a play-based curriculum, with an emphasis on language and early social skills.

### Whatcom Family YMCA

1256 N. State Street, Bellingham, WA 98225

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- Work alongside the Lead Teacher and other classroom teachers to arrange the environment using the ITERs-R environmental rating scale.
- Administer first aid, complete accident forms, and notify the Lead Teacher, Program Supervisor, or Director.

In relation to the center:

- Arrive to work on time.
- Familiarize yourself with and follow all Washington State Early Learning Licensing Standards.
- Handle emergencies in accordance with established YMCA emergency plan.
- Attend all staff meeting and trainings as scheduled.
- Safeguard all YMCA equipment and facilities.
- Know and follow all YMCA policies and procedures.
- Work your assigned shift or secure a substitute to work in your place.
- Provide at least 2 weeks notice prior to leaving employment.
- Communicate with Director and/or Program Supervisor regarding any job related concerns.

In relation to parents:

- Maintain positive relationships in professional manner.
- Greet parents when they arrive, but allow the Lead Teacher, Program Supervisor, or Director to discuss any relevant issues with parents.
- Help to create a friendly and welcoming environment by facilitating positive and consistent communication in the classroom (both verbal and written).

## **QUALIFICATIONS:**

1. Must be 18 years of age or older and a high school graduate (or equivalent).
2. Has child development knowledge and enthusiasm for teaching children in a group situation.
3. Emotional, social, and physical capability to work with children in a group setting.
4. Good health and personal qualities, which include creativity, patience, empathy, and the ability to model positive social behavior.
5. A willingness to continue education pertaining to Early Childhood Education.
6. Must be willing to obtain upon hire: Current Adult/Pediatric CPR & First Aid certification, Blood Borne Pathogens Training, negative TB test, WA State Food Handler's Training Card, clear criminal history and background check, and STARS 30-hour child development training. The YMCA will pay for all trainings as long as employees remain employed for at least six months.
7. Willingness to obtain the ECE initial certificate or equivalent (approximately 12 credits).
8. Must be able to lift and carry 30 lbs.