



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

ASSISTANT TEACHER

POSITION DESCRIPTION:

The Assistant Teacher supports the Lead Teacher to ensure that families receive quality services which provide for growth in academics, social emotional development, and health and wellness and that the program meets the educational, physical and developmental needs of the program participants. The Assistant Teacher aids the Lead Teacher in planning, scheduling and implementing the daily program, and making daily observations of the children. Responsibilities also include communicating effectively with the team of teachers in the classroom and providing a nurturing and caring environment for the children and families in the program.

RESPONSIBILITIES:

1. Maintain training requirements as per OCFS Regulations of 30 hours every 2 years.
2. Attend all trainings and meetings held by the Early Childhood Director Team.
3. Follow the directions of the Lead Teacher in the classroom.
4. Prep classroom activities as needed.
5. Maintain active supervision for safety of all children in the classroom.
6. Help prepare meals for snacks and lunch.
7. Assist children with toileting as necessary for age group.
8. Maintain cleanliness of the classroom including sweeping floors, sanitizing tables, dusting furniture, and sanitizing toys.
9. Ability to articulate the YMCA mission and programs to staff, volunteers, and community.
10. Strong interpersonal skills with the ability to relate effectively to diverse groups of people including parents, children, and school district personnel from all social and economic segments of the community.
11. Work and make decisions in a fast paced, highly flexible and rapidly changing work environment.

Locations:

- Patchogue
- Bay Shore
- Huntington
- Glen Cove

QUALIFICATIONS:

1. High School Diploma Required.
2. Current Teacher's Assistant Certification a plus, but not required.
3. Strong organizational, listening and technical skills.
4. Ability to articulate the YMCA mission and programs to staff, volunteers, and community.
5. Strong interpersonal skills with the ability to relate effectively to diverse groups of people including parents, children, and school district personnel from all social and economic segments of the community.

HOW TO APPLY:

For immediate consideration please email a resume if available and/or a cover letter indicating your interest and qualifications to the specific contact below at your desired location:

- Patchogue- Tina Norbut, Tina.Norbut@ymcali.org
- Bay Shore – Cindy Becker, Cindy.Becker@ymcali.org
- Huntington – Christine Shahabian, Christine.Shahabian@ymcali.org
- Glen Cove – Liberty Ledesma, Liberty.Ledesma@ymcali.org