

## **JOB DESCRIPTION**

**Position Title:** Co- Teacher/Assistant Teacher  
**Center:** Preschool  
**Supervisor:** Preschool Director/ Head Teacher  
**Compensation:** TBD (Based on Collaborative Contract with the State Of NJ- DOE)  
**Work Schedule:** Full Time  X  or Part Time    
**Time Period:** Permanent

**Purpose:** The YMCA of Paterson is a non-profit 501 (c)(3) organization, which promotes values through programs that build healthy spirit, mind, and body through educational, recreational, and residential programs for people of all ages. The primary purpose of the YMCA of Paterson has always been to serve youth and their families.

**JOB SUMMARY:** Responsible for assisting co-teacher with implementing all aspects of the classroom operations. Expected to work collaboratively and cooperatively with all persons in the preschool and YMCA Organization.

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### **Requirements:**

- **Communicate, teach, and model the YMCA of Paterson Values: Caring, Honesty, Respect, & Responsibility**
- **Communicate, teach, and model the YMCA Focus: Youth Development, Healthy Living, & Social Responsibility**
- **Follow and adhere to the YMCA of Paterson Policies and Procedures**

### **Qualifications:**

- High School Degree or GED
- Associates Degree or 60 College credits, some of which must relate to child development. or a CDA, while working towards an Associate's Degree.
- Good organizational skills
- Appropriate speech and grammatical writing skills.
- Able to work under supervision. Warm and friendly with children, parents and staff.
- Meets the requirements of state laws for working with children
- Good health confirmed by a physical examination. Includes the ability to lift 20 – 30 lbs.
- Fingerprint and criminal record check clearance by the State Department of N.J.

### **RESPONSIBILITIES:**

1. Assist Teacher or Co-Teacher with planning & implementation weekly lesson plans
2. Provide a warm, safe and nurturing environment for children.
3. Carry out and follow discipline policy established by the Pre-School Program.
4. Be sensitive and responsive to parents and act as a resource for them.
5. Attend scheduled staff meetings.
6. Assistant Teacher or Co-Teacher with the record keeping of students.
7. Conduct oneself in a manner that is supportive of teamwork.
8. Maintain professional development hours annually and attend a professional conference yearly. (8 hours yearly)
9. Maintain a membership to a professional early childhood organization.
10. Must demonstrate and provide proof of your connection with the community served by the preschool.
11. Must understand and maintain the confidentiality of student records and knowledge of family information.
12. Must maintain an ECERS 5 classroom. (Early Childhood Environmental Rating Scale)

Limits of authority

1. May take action without informing:
  - a. When following preschool discipline policy.
  - b. When carrying out classroom lesson plans and preschool programs.
  - c. When discussing a child's class activity with a parent
  
2. May take action by must inform:
  - a. When calling parent about a sick child,
  - b. When discussing a concern about the child with a parent. Must inform Lead Teacher or Head Teacher in Writing.
3. Must have prior commitment to:
  - a. Remove a staff person or child.
  - b. Change work time.
  - c. Take time off.

Job descriptions and specifications are no intended and should not be construed to be an exhaustive list of all responsibilities, skills or working conditions associated with the job. They are intended to be accurate reflection of the principle requirements

**Effective Date:** \_\_\_\_\_