

Title: Assistant Teacher  
Department: Child Center  
Reports to: Child Center Director  
Pay Grade: 103



## **Assistant Teacher: YWCA La Crosse Child Center**

The Assistant Teacher assists in the daily management and supervision of the classroom and children, as directed by the Lead Teacher. The Assistant Teacher reports directly to the Center Director on issues related to the Center and to the Lead Teacher on issues related to the classroom.

The Assistant Teacher:

- Meets all state requirements for the position.
- Assists the Lead Teacher in supervision of the children during all activities, respecting them as individuals in the group setting.
- Assists Lead Teacher in daily preparations for classroom activities.
- Assists Lead Teacher in the development of a safe indoor and outdoor environment.
- Assists Lead Teachers during meal times and clean up. Sits at table with the children to encourage family type atmosphere during meal times.
- Assists children in toilet learning (as needed).
- Assists Lead Teachers in completing classroom paperwork. This may include attendance records, accident/medical reports, and daily notes.
- Attends and participates in staff meetings, Center events, and parent meetings as requested.
- Accepts temporary work assignments in the event regularly scheduled personnel are not available.
- Communicates with parents in a professional manner.

Professional Responsibilities:

- Attends staff meetings, trainings, and other events as requested by the Director and agency.
- Reports to work promptly and notifies Director in the event of illness or absence.
- Demonstrates appropriate judgement, initiative, and resourcefulness.
- Manages time efficiently and follows through on tasks.
- Remains open to positive suggestions and is open to accept constructive criticism.
- Observes confidentiality of students, parents, and program.
- Remains flexible to meet the daily demands of the Center.

Experience:

- Must be at least 18 years old
- Must have completed high school or its equivalent by the Wisconsin Department of Instruction
- Must have completed one state approved, entry level course in Early Childhood Education or complete that training within three months of employment
- If working with children under 2 year old, must complete the Department approved Infant and Toddler 15-hour course within three months of employment.

Revised 01/2019

The job description for the position of Assistant Teacher does not state or imply that these are the only activities to be performed by the employee holding this position. As needs of the organization change employees may be required to follow other and sometimes new job-related responsibilities. In accordance with the Americans with Disabilities Act, it is possible that requirements be modified to reasonably accommodate disabled individuals. An individual seeking such accommodation should contact their supervisor. Job descriptions are not intended and do not create employment contracts. The organization maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law.

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Employee Signature	Date
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Employee Print Name	Date
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Supervisor Signature/Title	Date
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Revised  
01/2019