

## Twin Pike Family YMCA Job Description

Job Title: **Child Care Aide/Special Education Aide**

FLSA Status: Non-Exempt

Reports to: Site Coordinator

Revision Date: 9/12

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### **Position Summary:**

Provides direct support and supervision for children with special needs, as designated by their IEP. Provides direction for the child care participants, and implements program curriculum in the 21<sup>st</sup> CCLC afterschool program. Works under the direction of the Site Coordinator, and in some cases certified staff, in the daily delivery of services to children in the elementary grades. Provides a quality experience to children and parents that focuses on the YMCA core values: honesty, respect, responsibility, and caring.

### **Essential Functions:**

1. Provides all direct support needs to child(ren) with special needs participating in the 21<sup>st</sup> CCLC program
2. Implements curriculum within the established guidelines.
3. Implements daily lesson/activity plans.
4. Supervises the children, classroom, and all activities.
5. Makes ongoing, systematic observations and evaluations of each child.
6. Maintains communication with parents, and engages parents as volunteers.
7. Maintains program site and equipment.
8. Maintains required program records.
9. Attends and participates in family nights, program activities, staff meetings, staff training and YMCA events, as designated.

### **YMCA Competencies (Leader):**

Mission Advancement: Accepts and demonstrates the Y's values. Demonstrates a desire to serve others and fulfill community needs. Recruits volunteers and builds effective, supportive working relationships with them. Supports fund-raising.

Collaboration: Works effectively with people of different backgrounds, abilities, opinions, and perceptions. Is able to work with certified staff and school administration. Builds rapport and relates well to others. Seeks first to understand the other person's point of view, and remains calm in challenging situations. Is student-centered and focuses on student needs and the student's experience. 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 and is able to solve problems as they arise. Embraces new approaches and discovers ideas to create a better member experience. Establishes goals, clarifies tasks, plans work and actively participates in meetings. Follows budgeting policies and procedures, and reports all financial irregularities immediately. Strives to meet or exceed goals and deliver a high-value experience for members. Is proactive, a self-starter and has good organizational and communication skills, and ability to maintain accurate records.

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.

### **Qualifications:**

1. Meets educational and experience qualifications and passes all required background checks established by YMCA, state child care licensure certification and the 21<sup>st</sup> CCLC grant guidelines.
2. At least 18 years of age.

3. Meets state licensure and 21<sup>st</sup> CCLC grant requirements regarding CPR, First Aid, AED certifications.
4. Completes YMCA Child Abuse prevention training within 30 days of hire date.
5. Previous experience working with children with developmental and or physical limitations. Prefer experience to be in a developmental setting.
6. Complete necessary training to implement IEP designated services in the after school setting.
7. Ability to plan, organize, and implement age-appropriate/developmentally-appropriate program activities.
8. Previous experience with diverse populations.

**Physical Demands:**

1. Must be able to pass pre-employment drug test.
2. Ability to plan, lead and participate in activities.
3. Ability to stand or sit for extended periods of time, bend, reach and lift.
4. Must be able to lift 30 lbs.