



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## MANSFIELD AREA Y

Job Title: **Substitute Teacher**

Job Code: 06-07

FLSA Status: Hourly/Non-Exempt

Job Grade: L

Reports to: Director of Family Services

Revision Date: 11/12/15

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### POSITION SUMMARY:

Provides direction for the program and classroom, and implements program curriculum. Provides a quality experience to children and parents that focuses on the YMCA values: honesty, respect, responsibility, and caring.

### ESSENTIAL FUNCTIONS:

1. Implements curriculum within the established guidelines.
2. Knowledge of State guidelines.
3. Designs and implements daily lesson/activity plans.
4. Supervises the children, classroom, and all activities.
5. Assist with daily duties in classroom.
6. Makes ongoing, systematic observations and evaluations of each child.
7. Conducts parent conferences, and maintains positive relationships and effective communication with parents. Engages parents as volunteers.
8. Maintains classroom and equipment.
9. Maintains required program records.
10. Attends and participates in family nights, program activities, staff meetings, staff training and special events.
11. Perform CACFP duties.

### 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. Builds rapport and relates well to others. Seeks first to understand the other person's point of view, and remains calm in challenging situations. 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. 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.

*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 established by state law (*if the state sets requirements. The YMCA should establish minimum qualification standards if the state has no requirements*).
2. At least 18 years of age (*The age minimum may be higher depending on state law*).
3. CPR, First Aid, AED certifications and Child Abuse prevention training within 30 days of hire date.
4. Previous experience working with children in a developmental setting preferred.
5. Ability to plan, organize and implement age-appropriate/developmentally appropriate program activities.
6. Previous experience with diverse populations. Ability to develop positive, authentic relationships with people from different backgrounds.

**PHYSICAL DEMANDS:**

1. The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job.
2. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
3. While performing the duties of this job, the employee is regularly required to stand, walk, talk or hear.
4. The employee is occasionally required to sit in low chairs as well as on the floor to interact with the children.
5. The employee must occasionally lift and or move up to 25 pounds.

**AGREEMENT:**

This job description is not an expressed or implied contract. The Mansfield YMCA reserves the right to change this job description as necessary. Having read and understood my job description, expected work schedule, and rate of compensation, I accept the position of Substitute/Seasonal Teacher for the Mansfield Area Y.

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Substitute Teacher signature

\_\_\_\_\_  
Date

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Director of Family Services signature

\_\_\_\_\_  
Date