



YWCA Elmira & the Twin Tiers
211 Lake Street
Elmira, New York 14901
T: 607-733-5575
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www.ywcaelmira.org

Assistant Teacher- Child Care Center/UPK

Oversees the day-to-day management of the child care center, maintaining a safe, secure environment and quality program in accordance with YWCA mission and local, state and federal codes.

Immediate Supervisor: Child Care Center Director

Responsibilities:

1. Assist in developing and carrying out age-appropriate curricula.
2. Maintain health and safety practices to prevent the spread of infectious disease and injuries and assures the well-being of children and staff.
3. Maintain communication with the parents of the program participants.
4. Maintain a safe environment.
5. Complete required activities and paperwork in a timely manner, i.e. fire drills, attendance sheets.
6. Assures that all staff/volunteers receive on-site orientation, training and supervision.
7. Coordinate staff schedule of activities.
8. Report problems and concerns to the Child Care Director or designated YWCA administrative staff person.
9. Perform other tasks as requested by the supervising person.

Employee Signature

Date

EFFECTIVE AS OF: 9/1/2017

YWCA APPROVAL: _____