



**FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

BILLINGS FAMILY YMCA JOB DESCRIPTION

Job Title: SLLP Program Teacher

Revision Date: 3/18/2016

FLSA Status: Part time

Reports to: SLLP Site Director / Youth Development Director

POSITION SUMMARY:

The Summer Learning Loss Prevention (SLLP) program Teacher is responsible for planning, implementing and leading the educational activities of the SLLP program under the supervision of the SLLP program Site Director. The SLLP program Teacher guides the academic and social development of children ensuring a safe, enriching, and healthy learning environment that promotes progress and learning.

ESSENTIAL FUNCTIONS:

1. Prepare lesson plans according to the Four Blocks Literacy curriculum model.
2. Work with the site director to administer the pre- and post- reading STAR assessments.
3. Attend all required trainings and staff meetings.
4. Instruct and facilitate according to the Four Blocks model and lead classroom according to the fidelity and quality requirements.
5. Ensure 1:8 ratio is maintained throughout the literacy portion of the day.
6. Meet daily with the teacher assistant to review activities and ensure continuity of classroom support strategies and to ensure desired program goals and outcomes are met.
7. Proactively manage classroom behavior.
8. Differentiate instruction to meet the individual needs of students (e.g. inclusion accommodations, English language learner strategies).
9. Monitor and report to Site Director weekly attendance, student progress and behavior.
10. Assist the site director with planning and attend the parent/caregiver workshops.
11. Work with volunteers and community partners, as needed.
12. Decorate classroom according to weekly theme to create a stimulating learning environment.
13. Set up for and clean up after all classroom activities.
14. Take care of school property (e.g., space, equipment, supplies) daily.
15. Collaborate with enrichment leaders to ensure literacy instruction is aligned with enrichment activities.
16. Assist Site Director in other duties as assigned.
17. Uphold and exemplify the YMCA's Core Values and principles of Character Development.

CORE COMPETENCIES (ALL STAFF):

CUSTOMER SERVICE

- Always have a friendly, helpful attitude and wear a smile.
- Take initiative to greet and assist all members, potential members, program participants and volunteers in a courteous, professional and friendly manner. Be enthusiastic towards members by learning their names and expressing an interest in their YMCA activities.
- Work daily to develop personal and meaningful relationships with members, volunteers, donors and others. Strive to understand individual's goals and interests to enrich their

YMCA experience by introducing them to new programs, staff, members and volunteer activities.

- Actively listen, reflect and respond to member questions and concerns in a caring manner. When the opportunity presents itself, go above and beyond to resolve the situation immediately.
- Embrace new approaches and discover ideas to create a better member experience.

MISSION ADVANCEMENT

- A willingness to commit to the mission of the YMCA. Demonstrate a desire to serve others and fulfill community needs.
- Is familiar with and able to articulate the mission statement, areas of focus and core values of the YMCA with people of all ages and backgrounds. Models the core values of caring, honesty, respect and responsibility while working and communicating with members, program participants, volunteers and other staff members.
- Be knowledgeable and supportive of the YMCA annual support campaign.
- Be informed about volunteer opportunities.
- Speak enthusiastically on behalf of the YMCA publicly and at given opportunities.

TEAMWORK

- Ability to establish and maintain harmonious relationships with staff members in all departments.
- Seeks every opportunity to encourage, motivate and thank fellow staff members for their work. Completes S.T.A.R. slips to thank and recognize a job well done by others.
- Be knowledgeable about YMCA programs. This includes being familiar with all current program guide information, upcoming events and other special activities.
- Keeps up to date on all internal communication.

OPERATIONAL EFFECTIVENESS/SAFETY

- Be dressed in appropriate attire and wear nametag at all times. Consistently perform duties in a safe and conscientious manner.
- Follow and enforce all YMCA procedures and policies, including those related to: personnel guidelines, medical and disciplinary situations, child abuse prevention, safety guidelines, facility access procedures, membership policies and emergencies. Complete Incident Report Forms as required.
- Be knowledgeable of all current Emergency Action Plans and carry out plans as necessary.
- Maintain a clean and safe YMCA. Take initiative to clean up/repair areas. Complete Maintenance Request forms as needed. Report safety issues to the appropriate supervisor.
- Attend and remain current on all mandatory trainings and staff meetings.

QUALIFICATIONS:

1. Bachelor's degree required.
2. Current State teaching certification.
3. A minimum of two years' teaching experience in an early childhood or elementary education.
4. Exceptional group management, problem-solving and conflict resolution skills.
5. Experience in planning and delivering reading instruction.
6. Must possess speaking, listening and writing, skills appropriate for interacting with both children and adults.
7. Must have flexibility and the ability to adapt to changing circumstances.
8. Demonstrate a working knowledge of YMCA mission, purpose and goals, childcare policies and YMCA standards; ensures the program meets the highest standards of excellence.

PHYSICAL DEMANDS:

This job description may not be all inclusive and employees are expected to perform all other duties as assigned and directed by management. Job descriptions and duties may be modified when deemed appropriate by management.

Employee Name: _____

Employee Signature: _____ **Date:** _____

Directors Signature: _____ **Date:** _____