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THE YWCA IS DEDICATED TO ELIMINATING RACISM, EMPOWERING WOMEN AND PROMOTING PEACE, JUSTICE, FREEDOM AND DIGNITY FOR ALL.

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## **STRIVE Assistant Teacher**

Reports To: Youth Development Coordinator and Assistant Coordinator Date: 12/2/19

Department: Youth Development/

FLSA Status: Non-Exempt Pay Grade: 8

Provisional Period: 12 months

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### **Position Summary:**

As a member of the YWCA New Britain, the STRIVE assistant teacher is in charge of assisting in implementing activities and programs for middle female youth in our STRIVE youth Development program. The assistant is responsible for assisting the head teacher with planning, implementing, and executing curriculum for programs specific to a diverse population of middle girls using the “Healthy Choices Curriculum”, “Go Girl Go”, “Girls who Code” and any other activities or events that fall under the acronym of STRIVE. The STRIVE assistant teacher must attend as many trainings as possible to develop skills on youth development strategies, behavior management, mandated reporter training and any other training opportunities offered by CT After School Network or YWCA New Britain. The assistant teacher will work with female middle school youth in an after school environment to ensure the integration of best practice principles in after school programs in accordance with the Assessing Program Practices Tool (APT, NIOST). Assist programs to meet standards set by funders, professional organizations, and regulating agencies. High School diploma or equivalent, and minimum one year of prior youth development experience with increasing responsibility including supervision of personnel required. one- three years of experience in after school programming with similar ages preferred.

### **Performance Standards:**

- \*Assist with the recruitment and enrollment of middle school youth into after school programs.
- \*Maintain ratios and conduct programming in accordance with YWCA policy, professional quality standards set by state/national professional organizations and funders.
- \*Understand the continuous improvement cycle and utilize Quality Assessment tools.
- \*Incorporate distinct program elements that promote social emotional skill development and life skills, including but not limited to: teen pregnancy prevention, successful academic completion, healthy nutrition and lifestyles, esteem building, peer relationships, anti-bullying, and peer pressure.
- \* Promote safe, healthy, age appropriate and stimulating environment for all students, regardless of race/ethnicity/sexual orientation.
- \* Use the simple interaction tool and Activity planning templates provided by CT After School Network
- \*Abide by YWCA policies, including, positive guidance policies, in the implementation of programs.
- \*Assist with coordination of community involvement through on-going outreach and partnership in the community.
- \*Positively promote the YWCA and YWCA programs within the community.
- \*Maintain positive relationships with children, staff, parents and co-workers.

### **Essential Duties and Responsibilities:**

- Assist to develop and implement the daily curriculum for the program.

- Maintain all aspects of program site in accordance with YWCA policy, professional quality standards set by After School Best Practice Standards.
- Assist in incorporating distinct program elements that promote life skills including but not limited to teen pregnancy prevention, successful academic completion, healthy nutrition & lifestyles, peer relationships/pressure.
- Work with head teacher to develop policy and procedures that promote a safe and healthy, age appropriate & stimulating environment.
- Positively promote the YWCA and all of its programs.
- Assist in monitoring attendance & support for selected students.
- Work positively with staff from other New Britain middle school agencies and partnerships within the community.
- Be able and willing to take over responsibilities and implement daily activities in absence of head teacher.
- Be able or willing to facilitate a minimum of one activity a week for participants.
- Maintain positive relationships with all students, staff & parents.
- Attend meetings, trainings, workshops, conferences, fundraisers to enhance professional development.
- Attend weekend and after-hour events as necessary.
- Abide by written policies including the discipline policy for all Childcare and Youth programs.
- Perform any other assigned duties by the STRIVE Coordinators or head teacher.
- Be able to willing to be a bus monitor for after school bus transportation.
- Attend YWCA and Youth Development staff meetings.
- Reliably meet deadlines.
- Manages time and attendance well of self and youth participants.
- Follows the organizations' policies and procedures, safety policies and regulations.
- Follows legal and ethical standards related to job responsibilities.
- Demonstrates proficiency in the necessary common and technical knowledge areas required for the position.
- Maintain and care for supplies and equipment of the YWCA.
- Accept other responsibilities and projects as assigned.
- Promotes culture of diversity and inclusion by participating in related training to enhance your professional development; working effectively within diverse teams and with diverse populations of youth; actively work to incorporate the YWCA mission within your sphere of responsibility, including participating in agency work to build cultural competence.

**Work Environment:**

This position operates in settings which could include office, working outdoors in heat or cold, among other settings and conditions not specifically described.

**Physical Demands/Hazards/ Travel:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Must be able to talk and hear. Specific vision abilities required by the position include close, distance, color and peripheral vision, depth perception and the ability to adjust focus; must be able to carry 10-20lbs; must be able to adapt to computer systems.
2. Must use own transportation for travel.

**Qualifications Required:**

Associate’s degree or equivalent, and minimum one year of prior youth development experience with increasing responsibility including supervision of personnel required. Have or be willing to obtain “A endorsement” on driver’s license and maintain clean driving record to transport youth in YWCA van.

**Qualifications Preferred**

One- Three years of experience in after school programming with similar ages preferred.

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.

A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the skills, aptitudes and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills or abilities.

This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.

Employee Acknowledgement:

The above statements are intended to describe the general nature and level of work being performed by individual assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel.

I have reviewed and understand the above job description and can successfully fulfill the essential functions of the job with or without reasonable accommodation. I agree that management retains the right to change this job description at any time, with or without notice. I understand that my employment is on an at-will basis.

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Name (print)

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Sign

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Date