



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

SUPERIOR DOUGLAS COUNTY FAMILY YMCA – JOB DESCRIPTION

Job Title: 4K Teacher Long-term Substitute

FLSA Status: Non-Exempt

Job Type: Full-time or Part-time

Shift: 8:40am-11:30am as a 4K teacher. Opportunity for additional hours in other child care programs.

Wage: \$16-20 as a 4K Teacher Sub

Reports to: Youth Development Director

Revision Date: 06/19/2025

Summary/Objective

The 4K Teacher is required to adhere and implement the mission, goals, and values of the Superior Douglas County Family YMCA within the local community. This involves delivering high-quality child education programs in the YMCA service area and adhering to the Wisconsin Licensing Rules. This position is responsible for instructional leadership, curriculum, and program activities. The Teacher supervises and guides children in the 4K program's development in a safe and healthy environment. The 4K Teacher's schedule is set at the time of employment but are subject to change by the Director based on the needs of the Center.

Our Culture

Our mission and core values are brought to life by our culture. In the Y, we strive to live our cause of strengthening communities with purpose and intentionality every day. **We are welcoming:** we are open to all. We are a place where you can belong and become. **We are genuine:** we value you and embrace your individuality. **We are hopeful:** we believe in you and your potential to become a catalyst in the world. **We are nurturing:** we support you in your journey to develop your full potential. **We are determined:** above all else, we are on a relentless quest to make our community stronger beginning with you.

Essential Functions

- Ensures all federal, state, local, district, Y requirements comply and are followed.
- Supervises children, classroom, and all activities involving the Center.
- Develops and implements daily lesson plans that meets the social, emotional, intellectual, and physical needs of the children.
- Instructs and supervises children in the 4K program for social and developmental activities.
- Serves nutritious breakfast/snacks in accordance with the monthly calendar. Teach proper eating habits and manners.
- Recommend changes, improvements, needs, and other ideas that would benefit the YMCA Childcare program as well as address concerns.

- Regularly assess children's growth and progress towards early learning standards and share assessment reports with the district and families at least twice/year.
- Observe and evaluate children's performance, behavior, social development, and physical health. Leads parental and guardian conferences.
- Provides professional and timely communication with parents, guardians, and community.
- Attends and participates in family nights, program activities, staff meetings, and staff training. Maintain continuing education required for the position.
- Maintain childcare room/areas and YMCA childcare equipment. Keep director informed of program needs and equipment repairs. Select, store, and inventory classroom equipment, materials, and supplies. Clean toys once a month.
- Fosters an inclusive environment appreciative of differences in the workplace. Meaningfully participate in and lead efforts to support the Y's commitment to equity and diversity.

YMCA Competencies

- Values: Accept and demonstrate the Y's values
- Community: Desire to serve others and fulfill community needs
- Inclusion: Work effectively with people of different backgrounds, abilities, opinions, and perceptions
- Relationships: Build rapport and relate well with others
- Developing Others: Take the initiative to assist in developing others
- Decision-Making: Make sound judgments, and transfer learning from one situation to another
- Change Capacity: Demonstrate an openness to change, and seek opportunities in the change process

Supervisory Responsibility

This position will supervise the daily interactions of assistants in the classroom for compliance and follow through of daily and required tasks.

Work Environment

This job operates in a typical classroom environment equipped with desks, chairs, toys, and other classroom equipment. Teachers will interact with children in early learning classrooms regularly for a majority of their day.

Physical Demands

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.

- The Teacher is occasionally required to sit; climb or balance; and stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Position Type/Expected Hours of Work

This position is either part-time or full-time, which depends on needs of the Center. The workdays are Monday through Friday. Hours will depend on needs of the Center and extended hours may be necessary as needed to cover staffing during center hours.

Travel

This position does not require travel.

Required Education and Experience

- Must maintain early childhood licensure through the Department of Public Instruction or long-term substitute licensure and shall provide a copy of the certification to Director by their hire date.
- Must be CPR/AED and First Aid certified for adults, children, and infants. Training can be provided upon hire. Higher levels of certification are accepted.
- Commitment of supporting principles of equal opportunity and affirmative action to achieve a diverse work environment.

Additional Eligibility Qualifications

Must be able to pass a background check.

EEO Statement

The Superior Douglas County Family YMCA (the Y) provides equal employment opportunities (EEO) to all employees and applicants for employment without regards to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, the Y complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absences, compensation, and training.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Signatures

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee_____ Date_____