

Organization: **Youth & Family Services (YFS)**
Department: **Child Development Center**

Position: **Infant/Toddler Classroom Assistant**
Status: **Full-Time**
Reports to: **Lead Teacher Infant/Toddler CDA**
Location: **Rapid City, SD**

Work Schedule:

Work Days: **Monday through Friday**
Hours/Week: **40**

Non-smoking work environment. Wage DOEQ. E.O.E.

Benefits: YFS strives to provide its employees with top-quality benefits. YFS employees are offered medical, dental, vision, long-term disability, and life insurance as well as multiple paid holidays, paid vacation and sick leave, 401K and retirement/pension options, and more!

Minimum Qualifications: High School diploma or GED required. Child Development Associate Credential (CDA) preferred or willing to obtain after hire or associate's degree in early childhood education or equivalency. Experience working with children. Maintain current credentials and certifications. Ability to communicate and cooperate with children, other staff, and parents effectively and tactfully. Ability to work with people of all socioeconomic and cultural backgrounds. Maintain a working knowledge of the needs of the Family Child Care Providers and children and the ability to be responsive to those needs. Punctuality, dependability and flexibility. Must meet SD Child Care Licensing Regulations if required for position. Current liability insurance and a valid driver's license desirable.

Essential Functions:

- Comply with and implement all applicable local, state, and federal regulations.
- Maintain a working relationship with other classroom and/or support staff and with the public.
- Assist teacher in all aspects of the classroom operation including carrying out lesson plans, field trips and daily activities.
- Create, support, and maintain a healthy, safe, learning environment conducive to each child's intellectual, physical, social, emotional, and aesthetic development.
- Actively assist in teaching, modeling and engaging children in play and learning in classroom.
- Establish and maintain a positive and trusting relationship with children and their families.
- Maintain accurate records for each child, data entry, and completion of appropriate documents and referrals as needed in a timely manner.
- Actively supervise and engage children at all times to ensure child safety.
- Follow Youth & Family Services Discipline Policy and Behavior Management Guidelines.
- Maintain confidentiality as it relates to information about children, families, and other staff members.
- Assist in all assigned grant activities including, but not limited to, in-kind and United Way.
- Direct substitutes and volunteers to carry out daily operations.
- Assist in the process of classroom coverage. Punctuality is critical.
- Must learn and execute emergency preparedness plan and be responsive to emergencies that may arise.
- Work with children and their families to support development toward school readiness.

Additional Functions: Attend and participate in staff meetings and trainings as requested by supervisor. May be required, now or in the future, to submit to a DOT physical and acquire a CDL with passenger and school bus endorsement and be willing to submit to random drug testing as required by the DOT. Assist in recruitment of children, families, and volunteers for program services. Perform additional duties as requested by supervisor. Model appropriate behavior while working with other staff, children, and families. Support all program activities and services of YFS, including Kids Fair, Parent Association and Policy

Council, evening child care, and other event nights. Act in accordance with purpose, philosophy, values, goals, policies, and procedures of YFS.

Environmental Functions: Ability to lift up to 50 lbs. Work schedule may vary dependent upon program needs. Perform duties in a controlled office or classroom environment; participate in activities with children as appropriate. Ability to carry children with both arms. Ability to move within the classroom and playground and on the bus. Ability to move from sitting or kneeling on floor to standing. Ability to kneel and bend.

How to Apply: For consideration, an application for employment must be submitted to the YFS Human Resource Department. Application may be downloaded at: <http://www.youthandfamilyservices.org/careers/>. Please note that resume only will not be accepted.

How to Submit Application:

By email

In person or by mail: Youth & Family Services, 1920 N. Plaza Blvd., Rapid City, SD 57702

Other location: One Stop Career Center

Any questions? Call HR Team at 605-342-4195!