

1. Job Description

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CORONA-NORCO FAMILY YMCA Job Description & Performance Standards

Position: Teacher's Aide – Preschool

Reports To: Site Supervisor

Position Summary:

- Individual is responsible for assisting the classroom teacher and working in conjunction with a second Teacher's Aide for a class of up to twenty-four students between 3 years to 5 years of age.

Qualifications/Job Requirements:

Candidates must meet the following qualifications, maintain required licensing documents & current CPR/First Aid:

- Must be at least eighteen years of age in process of becoming professionally prepared to be a teacher of young children.
- Must have satisfactorily completed a minimum of six (6) units of Early Childhood Education Classes or be currently enrolled and satisfactorily complete required units within six (6) months of date of hire.
- Qualified to meet all requirements of the licensing agency.
- Must possess sensitivity with maturity and ability to relate well to both children and adults.
- Display professional and caring attitude when interacting with parents.
- Skills and knowledge needed to perform this function include arts & crafts, non-competitive games, physical fitness, camping experience and promoting the philosophy of the YMCA.
- Attendance and full participation at all required staff and training meetings.
- Current first aid and CPR.
- MMR, DTaP, Influenza (employee may provide a written waiver of the influenza immunization)

Key Result Areas:

1. Assist with Daily Records
2. Curriculum Planning & Implementation
3. Supervision of Children
4. Site Health & Safety
5. Public Relations
6. Physical Requirements

1. Assist with Daily Records

- Accident and incident reports are completed and submitted to immediate supervisor on the same day as the incident occurred.
- Ouch reports are entered in the daily log.
- Provide input for site activities.

2. Curriculum Planning & Implementation

- Assist with a preschool curriculum using age appropriate education, principles and practices.
- Adherence to the daily schedule.
- Assist with a variety of activities; supervise individual choice activities.

Job Description - Cont.

3. Supervision of Children

- Teacher's Aide must be supervised by Teacher at all times.
- Be aware of Staff/Student ratios and Title 5 requirements.
- All children must be supervised at all times.
- Ensure all children are accounted for and properly signed in/out by a qualified adult.
- Ensure that every child is shown dignity and respect.
- Ensure a "rainy day" plan is followed when schedule activities cannot be followed because of weather conditions.

4. Site Health & Safety

- Safety rules are followed at all times
- Know where first aid kits are stored. Wear safety gloves when administering first aid.
- Children must be under direct supervision at all times.
- All cleaning supplies are stored in a secure area out of reach of the children.
- All medications are in original containers and in a locked box. (Note: Teacher aides should not handle medications.)
- Knowledge of the emergency evacuation route and where posted and procedures for earthquake and fire drills.
- Employee safety procedures and practices are implemented and followed.
- Assist with general housekeeping tasks and offer assistance to the teacher as needed.
- Be sure trash cans are equipped with a lid and liner.
- Help keep supplies labeled and organized properly.
- Check photo identification when any child is signed out by someone not known to staff.
- Always wear YMCA I.D. badge while on duty and ensure that badge is visible.
- Follow personal standards guidelines.
- Adherence to employee policies and procedures as outlined in the Employee Policies and Procedures Manual and official memos.
- Adherence to the safety information contained in the Injury, Illness and Prevention Program (IIPP).
- Handle routine situations utilizing good judgment and flexibility.

5. Public Relations

- Consistently greet all staff, children, parents and school employees in a friendly and caring manner both in person and when speaking by phone.
- Maintain open communication with staff members, management and parents.
- Be well informed and promote other YMCA programs.
- Communicate clearly and display a professional and caring demeanor when speaking with children, parents, staff and school employees.

PERFORMS ALL OTHER DUTIES AS MAY BE ASSIGNED**6. Physical Requirements**

- Ability to sit, walk and stand for extended periods of time.
- Ability to bend, lean and stretch.
- Ability to communicate with young children by making eye-to-eye contact at their level and participate in housekeeping responsibilities.
- Ability to lift up and carry up to 35 pounds

By signing below, the Teacher's Aide - State Preschool Program acknowledges having read and agrees to the contents of this job description:

Employee Acknowledgment: _____ Date: _____

Program Director: _____ Date: _____

2. Cover Letter

DIANE ROMAN

Corona, CA 92879 ♦ 4156109407 ♦ dianeroman0812@gmail.com

March 13th, 2024

Corona-norco Family Ymca
Corona, CA, California 92880

RE: Teacher's Aide

Dear Hiring Manager,

As a dedicated student at the University of California, Riverside I am thrilled to submit my application for the position of Teacher's Aide at Corona-Norco Family YMCA. With a passion for helping others and a strong artistic flair, I believe that my skills and strengths make me an excellent fit for this role. I bring valuable experience along with me to the role of Teacher's Aide, where I will provide individualized support to students, ensuring that no one is left behind.

Collaboration is a strength that I possess, and I recognize the importance of working closely with teachers and fellow staff members. By actively engaging in team discussions and valuing diverse perspectives, I will contribute to a cooperative and supportive work environment, ultimately leading to enhanced student outcomes.

Furthermore, my strong organizational skills will prove invaluable in managing classroom resources and maintaining a well-structured learning environment. By effectively managing time and resources, I will create an environment conducive to effective teaching and learning.

Finally, my problem-solving abilities allow me to think on my feet and adapt to unforeseen challenges. In the role of Teacher's Aide, I will work diligently to find innovative solutions to any obstacles that arise, ensuring a seamless and enriching experience for both students and teachers.

Thank you for considering my application. I am excited about the opportunity to join your team and contribute to the mission of empowering young minds. I look forward to the possibility of an interview to further discuss how my skills and strengths align with the needs of the role.

Cover Letter - Cont.

Sincerely,
Diane Roman

A handwritten signature in cursive script that reads "Diane Roman".

3. Resume

Corona, CA 92879 | 4156109407 | dianeroman0812@gmail.com

DIANE ROMAN

EDUCATION

University of California, Riverside, Riverside, CA
Bachelor of Arts, Education, Society, And Human Development , Expected in 06/2027

PROFESSIONAL
SUMMARY**HomeGoods, TJX Companies: Merchandise Associate**

Well-organized and creative Merchandising professional successful at representing consumer tastes and needs in retail market. Accurately assess competition and pursues effective ways to boost sales and reinforce client brands.

Centennial High School: Pen Pals

Passionate Program Aide demonstrating leadership, patience, and love of working with children. Enthusiastic professional with background assisting local elementary school with fun and educational activities.

SKILLS

- Workflow Coordination
- Relationship Building
- Problem-Solving
- Adaptability and Flexibility
- Clear Communication
- Team Collaboration
- Customer Service
- Fluent in English & Spanish

WORK HISTORY

MERCHANDISE ASSOCIATE 06/2023 to Current

HomeGoods, TJX Companies, 2563 Tuscany St, Corona, CA 92881

- Increased customer satisfaction by providing exceptional service and maintaining a clean, organized sales floor
- Boosted sales performance through effective merchandising strategies and visually appealing displays
- Managed inventory levels, ensuring timely replenishment of stock to meet customer demands.
- Collaborated with store management to develop strategic plans for merchandise placement and promotion

CENTENNIAL HIGH SCHOOL PEN PALS 08/2021 to 05/2023

School Club, 1820 Rimpau Ave, Corona, CA 92881

- Worked well in a team setting, providing support and guidance
- Managed time efficiently in order to complete all tasks within deadlines
- Demonstrated respect, friendliness and willingness to help wherever needed
- Excellent communication skills, both verbal and written
- Strengthened communication skills through regular interactions with others
- Developed a relationship with children by learning how to support them

Resume - Cont.

REFERENCES

Beth Claassen Thrush - Workshop Instructor

elizabeth.claassen-thrush@ucr.edu

bethclaa@ucr.edu

(951) 827-1122

Bianca Ramon - HomeGoods Section Manager

(909) 561-6146

Lawrence Rodarte - HomeGoods Store Manager

(951) 817-5690

End of the Quarter Project - Reflection

Diane Roman

University of California, Riverside

EDUC: 093B

Dr. Trush

March 14th, 2024

Going into college as an education major I knew I wanted a job that would give me the proper experience. I began to look for a new job at the beginning of the Winter Quarter. I was stressed because most schools were no longer hiring because it was the middle of the academic year. I continued to look until finally, I saw that the YMCA in my city was hiring. Scrolling through the different positions available, nothing appealed to me, or I was not qualified. I continued to check back every week to see if any new positions became available. Finally, I saw that the position of Teacher's Aide was available. I was going through the requirements and to my surprise I was qualified. The dual enrollment classes I took in high school helped me to prepare for this job.

Within this job, I hope that I can get a sense of what it means to work in the classroom. I have worked with children before but I was never in charge of a large group of kids, like this job asks for. I think that it would be excellent preparation for what I will be doing in my future career. I hope to pick up on new learning techniques but I also want to learn more about how the students learn. I want to be able to understand the different ways in which the students learn and make sure they are all getting equal opportunities.

One challenge I am nervous about is to discover the reality of the education system. Throughout the classes I am taking I have learned that the education system is not fair for all students and oftentimes does not care about leaving children behind. I know this job will not allow me to change the entire system overnight but I hope to make some changes. Another challenge that makes me nervous about this job is the reality of students' lives. As educators, it is our responsibility to be mandated reporters. I will strive to do my best to support the system the students need. However, I cannot avoid the heartbreak of discovering the reality of what some students will go through.