



FOR YOUTH DEVELOPMENT  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

Job Title: Preschool/UPK/3PK Assistant  
FLSA: Non-Exempt

Reports To: Classroom Teacher/Pre-School Director

---

**General Functions:**

Under the direction of the Preschool Director and classroom Teacher, the Pre-School/UPK Assistant is responsible for assisting the classroom teacher with all activities in the classroom and maintaining a quality classroom environment that promotes the safety and well being of the children

**Responsibilities/Duties/Functions/Tasks:**

The essential functions of this position include, but are not limited to the following:

- Maintains a safe and healthy classroom.
- Assists the Teacher with any classroom activities as directed.
- Ensures all children are properly supervised at all times.
- Has thorough knowledge of emergency procedures.
- Maintains confidentiality within the program/classroom.
- Participates in YMCA and community events involving the program.
- Attends required meetings, completes required training and responds to inquiries in a timely manner.
- Adheres to policies and procedures of the Auburn YMCA-WEIU.
- All other duties as assigned.

**Qualifications:**

- High School diploma or GED.
- Prior experience working with children.
- Be a team player able to effectively use verbal, listening and communication skills.
- Be reliable, respectful, flexible and fair.

**Education and Experience:**

- High School diploma or equivalent.
- 1-2 years of experience working with children.

**Requirements**

- Must have a satisfactory background check per NY Statewide Central Register Database and NYS Justice Center standards.

Revised 7/2018

**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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions
- While performing the duties of this job, the employee is regularly required to communicate with staff, program participants and parents.
- The employee regularly moves about the building while supervising children.
- The employee may occasionally lift or move up to 10 pounds.
- Specific visual acuity includes the ability to distinguish colors, have depth perception and visual clarity sufficient to recognize program participants from 80 feet away.

**Work Environment:**

- The work environment is mostly indoors in a temperature controlled environment. When out of doors the work environment is subject to temperature extremes and insects.
- The noise level in the work environment is moderate.

**Acceptance and Acknowledgement Sign off:**

This job description is not a contract. The Auburn YMCA reserves the right to change this job description as necessary. The employee is expected to adhere to all association policies and to act as a role model in the adherence to association policies.

I have read and understand this job description and I accept this position.

\_\_\_\_\_  
Incumbent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date