



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## YMCA of Greater Syracuse Job Posting

**Job Title:** Power Scholars Academy Assistant Teacher      **Repts To:** Education Director  
**FLSA:** Non-exempt – Seasonal/Temporary      **Work Location:** Schiller Park, Burnet Park & Wilson Park  
**Dates:** July 10 to August 11, 2017; staff training will take place prior to the start date  
**Work Schedule:** Monday – Thursday from 8am to 2pm  
\*Additional hours on Friday for field trips

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### **A Career with a Cause:**

At the Y, strengthening community is our cause. Our mission is to put Christian principles into practice through programs that build healthy spirit, mind and body for all. We focus our work in three key areas, youth development, healthy living and social responsibility. We are committed to this cause because a strong community can only be achieved when we invest in our kids, our health and our neighbors.

### **General Functions:**

Under the direction of the Education Director, the Power Scholars Academy Assistant Teacher will ensure that the YMCA meets the needs of its members in the safest and most enjoyable atmosphere. They are responsible for focusing on summer learning loss for low-income children living in urban communities and thereby enhancing overall youth development, academic performance, and graduation rates. The incumbent will teach, enrich, inspire, and transform children into scholars. The Assistant Teacher communicates and creates collaborative relationships with students, parents/guardians and other significant staff members. The Assistant Teacher accepts, demonstrates, and teaches the YMCA core values of caring, honesty, respect and responsibility.

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

- Implement collaborative teaching strategies with academic and/or enrichment teachers to a cluster of scholars.
- Support the development and delivery of relevant, engaging, and rigorous lessons.
- Ensure the academic and social development of scholars throughout the course of the program.
- Adhere to all Power Scholars Academy and/or district expectations and compliance issues.
- Serve as a role model for an assigned group of scholars.
- Work with teachers to identify scholar needs and develop instructional plans and practices to best support scholars.
- Monitor scholars' educational and social progress and making necessary recommendations for adjustments.
- Support classroom and behavior management consistently to develop a safe and productive learning environment.
- Maintain attendance and supporting classroom procedures/functions.
- Supervise scholars during classroom transitions as well as during lunch, snack, recess, etc.
- Assist in field trips and special events that will be held on Friday's.
- Other duties as assigned by the Education Director.

### **Experience and Education:**

- High school diploma or equivalent
- Working towards a bachelor's degree in an education related field.

### **Qualifications:**

- Academic skills – proficiency in elementary math and literacy.
- Ability to provide and receive constructive feedback.
- Commitment to teamwork and collaboration with diverse populations.
- Desire to work with elementary scholars and their families in under-resourced communities.
- Outstanding communication (both verbal and written), organizational, interpersonal, and technological (computer/internet) skills are critical to the success of this position.
- Ability to build relationships and influence scholars, staff, community members and families.
- Demonstrated leadership ability.
- Excellent organizational and communication skills.
- Committed to the goals of the program and approach.
- Ability to observe confidentiality.
- Love and respect for children.
- Belief and commitment to the Y's mission and values.

### **Trainings & Certifications:**

- Must complete online Bloodborne Pathogens and Employee Safety trainings prior to initial assignment to position.
- Must hold CPR, AED, and First Aid (may be required at some branches) certifications or successfully complete no later than 30-days after employment begins.
- Must complete online Hazard Communication training within the first 90-days of employment.

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- Must attend and complete YMCA Youth Protection training and Listen First within the first 90-days of employment.

**Professional Growth:**

- Gain hands-on experience developing and implementing lessons with certified teachers.
- Develop collaborative and co-teaching strategies.
- Utilize data-driven and differentiated instructional techniques.
- Deliver lessons with high-quality and rigorous curriculum.
- Work with experienced staff in implementing positive discipline strategies.
- Engage in best practices to support achievement in under-resourced communities.
- Gain experience relationship building with scholars, staff professionals, and families.

**Core Competencies:**

- Supports the Mission, Vision and Direction of the YMCA: Understands and supports the mission of the YMCA; displays the YMCA values; displays flexibility and accepts changes; is willing to try new methods and make suggestions; shows a strong commitment to the YMCA; conveys enthusiasm for the YMCA and his/her work.
- Builds Community: Understands and embraces the role of volunteers; helps members and participants make connections to others and to the YMCA; practices effective relationship-building techniques; supports the role of fund-raising in achieving the YMCA mission.
- Provides a Quality Experience for Members, Participants, Internal Customer and Other: Possesses the ability to deliver outstanding experiences for members, participants, internal customers and others; builds warm and supportive relationships; consistently greets and assists everyone in a positive way; strives to provide service that will exceed expectations; responds to concerns and complaints in a way that makes each person feel valued; initiates action for prompt resolution; looks for better ways to serve in involve members, participants, internal customers and others.
- Works Productively: Demonstrates responsible actions; consistently performs duties in a safe and conscientious manner within the agreed upon timeframe; follows standards, policies and procedures; is reliable and consistently punctual; actively participates in staff meetings, required trainings, and other work related activities; uses good judgment; uses YMCA resources appropriately and efficiently.
- Uses Effective Personal Behaviors/Communicates Effectively: Treats everyone with courtesy, respect and consideration; displays integrity; listens actively and genuinely; communicates in a clear and pleasant manner; embraces differences among people; demonstrates an active willingness to learn and grow; accepts constructive criticism; works cooperatively as a team member.

**Effect on End Results:**

This position strongly impacts the effectiveness with which the YMCA accomplishes its mission. The YMCA Power Scholars Academy is committed to promote an environment that teaches values, is healthy and safe, and provides an opportunity for positive growing experiences:

1. Strong relationships with parents, students, and other significant staff members.
2. The Assistant Teacher delivers the best learning experience possible to aide in transforming children into scholars.

**Physical Demands:**

Ability to frequently sit, use his/her hands and fingers, stand, walk, reach, balance, stoop, crouch, kneel and climb. Ability to lift and/or carry and move up to 35 pounds (occasionally this could be more). Specific vision abilities required: close, color, distance, peripheral, depth perception and ability to adjust focus.

**Work Environment:**

Work is normally performed in a typical office environment. At times, the employee may be required to travel and exposed to prevailing weather conditions. The noise level in the work environment is usually moderate.

**Americans with Disabilities Specifications:**

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.

**How to Apply:**

Interested candidates should respond to Alicia Roberson, Education Director at (315) 744-4420, or email their application to [aroberson@syracuseymca.org](mailto:aroberson@syracuseymca.org) or Sue LeRoy, Director Human Resources at (315) 474-6851, ext. 311 or email their application to [sleroy@syracuseymca.org](mailto:sleroy@syracuseymca.org), no later than May 23, 2017.

The YMCA of Greater Syracuse reserves the right to interview only those internal candidates that based on their qualifications, experience and background meets the requirements of the job vacancy.