



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Job Title: **Montessori Preschool Teacher**

Reports to: Child Care Manager

FLSA Status: FT Non-exempt

Revision Date: January 2026

Location: Shasta Family YMCA Y South

Primary Function/Department: Child Care

POSITION SUMMARY:

Under the direction of the Child Care Manager, the Montessori Preschool Teacher is responsible for implementing the Montessori Programming, activities and creating a safe environment for children participating in the program.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Other duties may be assigned which may become essential to the position.

1. Abide by all YMCA Child Care Department Policies & Procedures.
2. Provide appropriate supervision and positive guidance for children.
3. Keep assigned children in view at all times, avoid any personal distractions.
4. Cultivate and maintain a positive working relationship and communications with co-workers and parents.
5. Maintain a safe and attractive learning environment.
6. Responsible for taking roll each morning and keeping appropriate attendance records.
7. Responsible for delivering child counts when requested.
8. Coordinate, collaborate, and implement all Montessori activities.
9. Responsible for communicating meal counts for daily meal opportunities.
10. Supervise and participate in meal times, assist in transitions.
11. Keep accurate field trip records.
12. Prepare kids to leave for field trips, have check off list and emergency binder present.
13. Create and maintain a classroom environment.
14. Attend all staff meetings and staff trainings.
15. Help maintain equipment and inventory supplies.
16. Write in Journal to communicate daily events of participants. Read journal and initial when done.
17. Assist in maintaining all records, including attendance and lesson plans, as directed.
18. Complete paperwork and job requirements.
19. Assist in recruitment of program participants.
20. Expand job knowledge and classroom skills as opportunities are presented.
21. Safety is paramount to the success of the program. You are an active participant in this.
22. Responsible for clean work areas.
23. Other related duties as assigned by Child Care Manager.
24. Work shifts are Monday – Friday from 8:00am – 12:30pm and/or 12:30pm – 5:00pm

QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- 18 years of age and High School Diploma or equivalent
- Minimum of 12 ECE units.
- Experience working with children, in an organized setting.
- Criminal Record Clearance through DOJ/FBI Live Scan



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- Health Screen and TB Test within 7 days of hire
- Child Abuse Prevention & Reporting Training within 60 days of hire
- CPR & First Aid (EMSA Approved) Certification within 15 days of hire
- Must demonstrate the YMCA 4 core values: caring, honesty, respect, and responsibility and promote the value of diversity.

WORK ENVIRONMENT:

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Will perform work both in an indoor climate of school classroom, cafeteria, gymnasium; and outdoor climate where temperatures can be very high in summer months. Noise level is moderate with varying levels of talking, shouting, singing. Outdoor work involves exposure to temperatures (heat, rain, wind), dust, grass, concrete, uneven surfaces, play equipment.

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 sit and stand, use hands and fingers to handle, carry, feel; reach with hands and arms; bend, walk, talk, and hear. The employee is occasionally required to stoop, squat, kneel, and reach overhead. The employee must regularly lift and/or move up to 30 pounds. Employees must regularly utilize close vision, color vision, distance vision and ability to adjust focus.