



EARLY CHILDHOOD ASSISTANT - Job Description

POSITION SUMMARY

Responsible for assisting in designated aspects of the daily program with the direction from Registered Early Childhood Educators. Along with trained staff in the room, ensure the children are provided for in a safe, stimulating and healthy environment. Ensure that all planning and routine supervision assigned by the Registered Early Childhood Educator and/or Supervisor are carried out as directed. As team members, be co-operative, supportive and maintain daily communication with other staff and parents.

The Early Childhood Assistant of the organization must keep the Supervisor and/or Executive Director informed of any pertinent information, concerns or issues immediately.

When issues arise between co-workers, staff must communicate directly with the individual(s) involved. In the event that a situation is not resolved, it is the staff's responsibility to request a meeting with the Supervisor and/or Executive Director as soon as possible.

It is essential to note that Supply staff provide a valuable service to the children, families and organization. However, Supply staff are not required to plan program, administer medication, participate in parent meetings, attend staff meetings or family events, document a child's individual portfolio, or offer regular attendance- in that availability is up to the individual offering this service. Supply staff are encouraged to participate in the annual policy review meeting and CPR/First Aid training to ensure full compliance.

DUTIES AND RESPONSIBILITIES

PROGRAM: Assist the trained staff to provide a nurturing child care program that enhances the social/emotional, physical and intellectual well being of the children.

- Ensure the physical and emotional safety of all children; be sure all children have a health inspection upon arrival at the centre.
- Assist with implementing and the supervision of the indoor and outdoor programs. Assist to ensure the playroom and playground have a balance of activities.
- Assist in following through with the written program plan that meets the needs, interests and talents of the children as well as the regulations set out in the Child Care Early Years Act and How Does Learning Happen? The program plan will include: creative, dramatic, cognitive, emotional awareness, music appreciation, science, fine motor, gross motor and sensory activities.
- Be aware of the planning sheets, staff must be specific in the description of their activities.
- Interact with the children using a variety of techniques including modeling, observing, questioning, demonstrating, reinforcing, anticipating and redirecting.
- Assist with the maintenance of up to date records for the classroom. (I.E. attendance, change of information, sign in/out, etc.)
- Assist children with their daily routine procedures such as eating, sleeping, lunch, snack, dressing, toileting including toilet learning, etc.
- Support the children in ensuring adequate nourishment and any special dietary requirements are met. It is important to promote self-help skills when the opportunity arises.
- Diaper children as needed. All soiled items are to be placed in a plastic bag.
- Remain alert to children's needs in order to reinforce positive behaviour and to develop interaction between children. Ensure that the Behaviour/ Compliance/Contravention Policies and Procedures are understood, signed and followed. The policy will be reviewed and signed yearly.
- Assist with the observation of children in the program in order to assist with the completion of
- Keep up to date on policy changes and changes to the Child Care Early Years Act. documentation
- Adhere to policies set out by the Board of Directors.
- Assist to provide positive social experiences including sharing, co-operating, respecting others and self sufficiency-planning and implementing opportunities which facilitate an understanding of a variety of cultures and value systems; provide experiences and play materials that actively promote anti-racism and non sexist integration and attitudes.
- Assist with the upkeep of playroom equipment, toys; tidying up after lunch, playroom, etc.
- Check toys and equipment used in activities to ensure that they are safe, functioning and sanitized regularly. Check all areas requested by children for safety, including washrooms, playground, etc.
- Assist with the supervision of the playground. Supervise all areas.

- Participate in annual performance appraisals.
- Facilitate and participate in fire drills.
- Attend staff meetings, parent meetings, social events, and Board events as required.

Staff-to-Child Ratios

Please be aware that staff-to-child ratios must be maintained at all times:

Infants: 1:3

Toddlers: 1:5 (9:00 a.m.–5:00 p.m.) | 1:8 (7:30–9:00 a.m. and 5:00–6:00 p.m.)

Preschool: 1:8 (9:00 a.m.–5:00 p.m.) | 1:12 (7:30–9:00 a.m. and 5:00–6:00 p.m.)

Kindergarten: 1:13 (9:00 a.m.–5:00 p.m.) | 1:17 (7:30–9:00 a.m. and 5:30–6:00 p.m.)

School Age: 1:15 (9:00 a.m.–5:00 p.m.) | 1:20 (7:30–9:00 a.m. and 5:00–6:00 p.m.)

FAMILY: Assist in providing communication and liaison with families.

- Assist to establish communication channels (verbal and/or written) that facilitate information being shared on a regular basis.
- Assist in providing support to families when necessary.

STUDENTS: Assist student teachers to feel comfortable in the centre.

- Answer questions for student teachers to assist them in fulfilling their role.
- Provide direction for the student when the co-operating teacher is not available.

STAFF: Work co-operatively in a group, maximizing the potential as staff.

- Support and maintain a team approach to the children's programming by working co-operatively with fellow colleagues.
- Maintain effective communication with team members, Supervisor and other administration staff in a positive and professional manner.
- Keep the Supervisor informed of any pertinent information about children, parents or the program/ Respect confidentiality between staff, parents and other agencies.

COMMUNITY: Assist in establishing and maintaining ongoing communication by answering appropriate questions and directing questions to the appropriate staff person.

PROFESSIONAL DEVELOPMENT: Determine the goals and objectives to be achieved for one's own professional growth. Maintain a professional appearance at all times. Assume responsibility for their own actions and behaviour while at work.

- Participate in the annual Program Statement review

***PERFORM OTHER DUTIES AS ASSIGNED**

QUALIFICATIONS:

- Demonstrated ability to direct, interact and care for children.
- Provide support for other staff, teaching assistants, supply staff, students and volunteers.
- Handle emergencies, crisis and hostile behaviour.
- Maintain control in frustrating situations.
- Work co-operatively with others while providing work direction.
- Use professional judgment on a daily basis within guidelines. Established by the CCEYA, regional and program policies. Consult and report non-routine situations to the designated Supervisor.
- Accommodate competing demands.
- Communicate effectively as needed both orally and in writing with children, parents, co-workers and teachers.
- Maintain confidentiality of all information related to children, parents and staff.
- Carry/lift children and carry/lift/move moderately heavy items.
- Stand for extended periods of time; to work at the height of children.
- Willingness to work some overtime.
- Willingness to work in conditions involving exposure to: bodily fluids, infectious diseases, frequent high noise levels and occasional inclement weather.
- Knowledge of the Occupational Health and Safety Act, Child Care Early Years Act and the Child and Family Act and the ability to meet the specifications of these Acts and other regulations that apply to this work.
- Thorough knowledge of equipment used in connection with the program operation of a child care.
- Attend all staff meetings. Attend parent meetings and other school functions.

MINIMUM EDUCATION REQUIREMENTS

- High School Diploma
- Criminal Reference Check with Vulnerable Sector Check
- Valid, up to date 1st Aid and CPR
- Experience with children is an asset but not required

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