

**[Insert Name of Organization here]**  
**Assistant Job Description**

**JOB CLASS:** Assistant

**JOB TITLE:** Assistant (*insert Level and/or Certification*)

**LOCATION:** (*insert program type and location*)

**REPORTS TO:** (*insert title of contact personnel*)

**SUMMARY:**

Assistants provide support for the Early Childhood Educators (ECEs) in providing a nurturing, developmentally appropriate, healthy, and safe environment to meet the needs of children in our care. Assistants follow requirements of all municipal, provincial and federal regulations; follow policies and procedures identified in the Child Care and Early Years Act (CCEYA); and follow the policies and procedures of [name of organization].

**KEY OBJECTIVES:**

- To perform duties in accordance with the mission statement and core values of [name of organization] and the mandate of the [name of program].
- To support and assist the ECEs in providing a high quality, inclusive, child care program in a group setting that meets diverse needs and promotes optimum physical, social, cognitive and intellectual development of the children in care.

**DUTIES WILL INCLUDE BUT NOT BE LIMITED TO:**

- Assists ECEs with the development of a stimulating and developmentally appropriate program for the children that is responsive to cultural diversity and reflects children's interests. Participates and supports the development of program plans and activities, environment set-up, and individual development plans to meet the special needs of children. Discusses and reviews progress and opportunities for children with REECE.
- Participates, with team, in short and long-term planning and evaluation activities
- Applies knowledge and implementation of current pedagogy (e.g. How Does Learning Happen and 4 foundations). Demonstrates creativity and innovation in the time spent with the children; is self motivated and enthusiastic in carrying out the duties
- Leads children in activities to stimulate and develop their intellectual, physical and emotional growth and ensure their security and well-being. Prepares appropriate materials and equipment for program room using judgement based on developmental plans of each child.
- May supervise a group of children alone for a period each day or supervise a supply educator in a program. Provides a welcoming and nurturing environment by displaying affection, acceptance and support of each child.

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- Responsible for the care and support of children with Anaphylactic Plans or other medical plans and the administration of medication. Works with RECEs in the development of ISPs for children they work with.
- Plans and maintains an environment that protects the health, security and well-being of children. Participates in regular yard checks, fire safety checks including headcounts and document gathering for evacuations. Follows procedures for a serious occurrence. Updates and maintains records (e.g. daily communication log book).
- Ensures positive communication with parents. Establishes and maintains collaborative relationships with co-workers and community service providers working with children
- Participates in written observations of children and shares information with RECEs for program planning.
- Assists the RECE in directing and assessing the positive emotional, physical, social and cognitive development of children by implementing appropriate activities and programs according to each child's individual developmental abilities, interests and needs.
- Implements Behavior Strategies identified through CISS Module Training. Models and teaches appropriate behaviours with children.
- Attends to physical needs of children; instructs and assists in developing self-help skills such as washing, dressing, toileting, and eating, as necessary; attends to diapering needs; feeds children and ensures special dietary requirements are met; ensures children are clean, dry and dressed appropriately
- Maintains a healthy and safe environment; administers and maintains records of medication and first aid; records and reports accidents and serious occurrences; operates and ensures safety of all equipment including special needs equipment as required; cleans and disinfects toys and activity areas and carries out other program related housekeeping duties; monitors location for health and safety hazards;
- Other related duties as may be assigned by RECE.
- Works in accordance with Occupational Health and Safety Standards

### **QUALIFICATIONS**

- High school diploma [*insert experiential equivalencies*]
- [*insert years of experience*] working in a group setting assisting in early learning and care activities for children
- ECE Assistant Certificate or equivalent experience
- Demonstrates understanding of a licensed group child care environment
- Demonstrates knowledge of child development
- Demonstrates knowledge of behaviour guidance strategies
- Clear Vulnerable Sector check – current in last 6 months
- Proven ability to work collaboratively with other team members
- Sensitivity and respect for individual and cultural differences
- Adequate energy level and ability to meet the physical demands of the job. Job requires frequent lifting up to 20 lbs; bending, kneeling, crouching.

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- *Able and available to work shifts between [insert time of program operations from open-close, including any expected hours of work before and/or after for programming, set up or other paid duties outside of program time]*
- *[Language requirements and/or assets of second language]*
- *Early Childhood Education diploma or degree from a recognized College or University or other equivalent educational qualifications is an asset*