

JOB DESCRIPTION

ECA or Non-ECA

Reports to: Supervisor

JOB SUMMARY

Early Childhood Assistants (ECA and non ECA) under the direction of the Supervisor works closely with Registered Early Childhood Educators to assist in planning and developing age-appropriate programs to enhance the cognitive, physical, social, and emotional develop according to *Organization's* program statement and philosophy and the Child Care Early Years Act, using Early Learning for Every Child Today (ELECT), and How Does Learning Happen?, Quality First and Public Health Guidelines

Early Childhood Assistants are expected to develop and maintain professional relationships with families

POSITION & LEVEL OF AUTHORITY:

- Assists Early Childhood Educators in providing a high-quality program in the classroom.
- Assists the RECE in directing supply staff, volunteers and placement students.
- Responsible for the constant supervision, safety, and well-being in a classroom of # number of students

PROFESSIONAL OBLIGATIONS

- Adherence to the legislative regulations and duties set out for an Early Childhood Assistant under the current Ontario Child Care and Early Years Act
- Adherence to the organization's Code of Conduct, Conflict of Interest, and Confidentiality Policy

POSITION SUMMARY:

- Assists the Registered Early Childhood Educator in planning and implementing a developmentally appropriate curriculum which includes activities, and experiences for children between the ages of 10 months to 10 years, focusing on the age range of children in the room that you are planning for.

- Assists in providing a physically safe and emotionally supportive environment showing sensitivity to the individual needs of children in all aspects of development.
- Assists the RECE in the classroom in planning and preparing the learning environment, setting up, preparing needed materials, and supplies.
- Assists the RECE in promoting positive interactions and behaviour guidance and assistance with the ongoing supervision of the classroom, playground, group, individual and routine activities
- Engages and works collaboratively as team member in caring for the children and the overall operation of the program; maintains regular and open communication with peers and all other co-workers
- Assist the RECE in implementing the four foundations of “How Does Learning Happen”
- Demonstrated knowledge of behaviour guidance in the classroom
- Experience in the use of computer technology (e.g. email, internet, word processing etc.)
- Maintains positive relationships with colleagues, children and families, and school personnel.
- The Family Place Child Care is open during the hours of 7:00 AM and 6:00 PM, Monday through Friday. While every attempt is made for staff to have regular schedules and programs, the nature of the job requires staff to be flexible about shifts and program assignments. Summer, March Break, winter holidays, PA days, etc., will affect staff schedules and job responsibilities.

RESPONSIBILITIES:

The job duties and responsibilities for the Early Childhood Assistant will include but are not limited to the following and any other duties as assigned by the Executive Director and Supervisor, or designate

PROGRAM

- Responds with sensitivity to the needs of individual children and their families, respecting diversities in age, sex, developmental level, religion, sexual orientation, and cultural background.
- Reads the communication book before starting shift and updates the room communication book daily.
- Supports the RECE in planning and implementing the daily program. This program:
 - a) Shall be in accordance with the Centre’s philosophy and policies as well as all applicable legislation and regulations e.g. Public Health, Child Care and Early Years Act, and Quality First
 - b) Shall be based on the principles of “How Does Learning Happen?”

- c) Shall contain a variety and balance of activities to enhance the children's development in the following areas: cognitive, fine motor, gross motor, creative, science, sensory, social and emotional;
 - d) Shall be appropriate to the age, developmental level, and interests of the children;
 - e) Shall consist of individual, small and large group activities, activity centres, outdoor experiences and field trips;
 - f) Shall create a positive social environment which promotes sharing, cooperation, problem solving, respect for others and self-help skills;
 - g) Shall consist of activities to enhance development in all areas, facilitated by a variety of teaching techniques, material and spaces; responsible for obtaining all supplies for planned activities and snacks;
 - h) Shall create a positive atmosphere through fair, progressive and consistent expectations;
 - i) Shall provide opportunities for child-directed play experiences that are anti-bias and anti-racist.
- Assists in designing, arranging and maintaining a safe, orderly, appealing, and developmentally appropriate program space, including 5 distinct program areas in the room.
 - Ensures children are dressed appropriately for indoor and outdoor activities.
 - Participates in the daily health check of children; records illness if applicable.
 - Assists in monitoring lunch and snack-time activities encouraging children to eat. Report any appetite changes to the RECE, parents and Supervisor
 - Mentor and monitor healthy eating and report concerns to the RECE, families and Supervisor.
 - Reads, understand and abide by all policies of The Family Place Child Care, including emergency, fire, serious occurrence, prohibited practices and child abuse procedures.
 - Communicates regularly any issues of mutual concern, both verbally and in written form, with parents, school staff, daycare staff and outside resources.
 - Observes and records relevant information on each child's progress as required as per the Centre's policies and practices
 - Be ready for work in the classroom by the start of your shift having your personal belongings put away and you are in the room/playground ready to work. This includes dressing and/or preparing for the scheduled activity and the weather.
 - Assists in the planning and preparation of snacks with an awareness of healthy choices & licensing requirements
 - Discuss observations of children's progress/behaviour/health with the RECE or Supervisor
 - Assists the RECE in the regular evaluation of the program to ensure it meets the needs of individual children and the needs of the group; set goals and meet licensing criteria.
 - When you are unable to report to work due to a personal emergency, follow the Staff Handbook "Calling In Sick" protocol
 - Stay on duty until shift is over or until last child is picked up (whichever is later)

- Remains on duty until your shift is over even if the last child is picked up prior to the end of your shift.
- Before leaving you must have completed all final documentation, classroom cleanup and any preparation required for the next day.
- In the case of a late pickup, you cannot leave (unless given permission) until all the children have been picked up from the program even if your shift is over.

HEALTH AND SAFETY

- Assists to ensure the overall health and safety of children enrolled in the program by maintaining a sanitary and safe environment
- Along with the RECE completes regular attendance checks indoors, outdoors and on trips. Knows the number of children at all times. Notes headcounts on attendance verification at transitions.
- Position yourself so that you can be aware of the big picture and keep an eye on activities. Staff should position themselves to maximize visibility and accessibility.
- Assists RECE to ensure playground check is complete and recorded twice daily.
- Keeps the surface areas and room tidy and sanitary, as per licensing requirements.
- Assists in cleaning and following cleaning procedures

FAMILIES

- Develops and maintains professional relationships with families by providing ongoing support, and resources
- Assists the RECE in establishing and maintaining professional communication with parents/caregivers by participating in a variety of formal and informal communication strategies (daily conversations, information sheets, report cards, , developmental portfolios, classroom newsletters etc.)
- Participates in parent/teacher interviews, parent meetings, and social events in the centre
- Assists in facilitating referrals to outside agencies when required
- Maintains professional boundaries and constant awareness of the “client” relationship

STAFF/TEAM RESPONSIBILITIES

- Remains professional at all times. This includes, but is not limited to, refraining from gossiping about parents, children or other staff; limiting socializing when you are on duty; limiting personal phone calls; and respecting personal boundaries.
- Actively participates in meetings and events as required e.g. staff meetings, holiday show, etc.
- Participates in the annual evaluation process and sets learning goals for the following year.
- Seeks out professional development opportunities by attending workshops & conferences and participating in in-house trainings.

- Collaborates with colleagues, support and maintains a team approach by sharing expertise and practical knowledge.
- Communicates with team members in a positive and professional manner
- Vacation requests, float day requests, and any other requests for a schedule change should be submitted to the Supervisor in writing according to the Leave of Absence Policy
- Keeps the RECE in the classroom/Supervisor informed of any pertinent information (necessary supplies, teaching aids, equipment for the program, request for accommodation etc.).
- Maintain a professional appearance at all times, assume responsibility for your own actions and behaviour at work. P35 Dress Code Policy, P36 Substance Abuse Policy, P21 Staff Issues of Concern

RESPONSIBILITY FOR PLACEMENT STUDENTS

- Assists RECE staff in training of ECE, ECA students and Co-op Students
- Models and demonstrates appropriate teaching techniques and classroom management skills.

RECORD KEEPING

- Assists in maintaining up-to-date records for legislative and regulatory purposes
- Assists in recording daily and monthly attendance
- Records and reports accidents, incidents and occurrences as required
- Records cleaning procedures and safety checks
- Assists in completing child's daily log for parents
- Assists in completing daily log book in the classroom
- Assists with daily playground/yard check and record on required forms

WORK CONDITIONS & PHYSICAL CAPABILITIES

- Able to walk up 3 flights of stairs
- Lift and/or move between 10 pounds up to 30 pounds.
- Must be comfortable being in the water on swim trips.
- Repetitive Tasks
- Attention to detail
- Frequent combinations of sitting, climbing, standing, walking, balancing, bending, crouching,
- kneeling, and crawling
- Combination of indoor and outdoor environments
- Exposure to: high noise levels, bodily fluids, infectious illness/diseases, occasional inclement weather

EDUCATIONAL REQUIREMENTS:

- ECA diploma/certificate **or** equivalent **or** 1 year experience working with children
- Previous experience in a licensed childcare program (minimum one year)
- Knowledge of the CCEYA, How Does Learning Happen and the ELECT document
- Knowledge of the Occupation Health and Safety Act
- Safe Food Handlers Certificate

EMPLOYMENT REQUIREMENTS:

- Current successful Police Vulnerable Sector Check
- Valid Standard First Aid training and Level "C" CPR
- Health Assessment, T.B. test, immunizations,
- All policies signed annually
- PVSC to be completed every 5 years on work anniversary, to sign a declaration form annually with 2 weeks of work anniversary of alternate years.

QUALIFICATIONS

Ability to perform the essential duties of the job

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