

JOB DESCRIPTION

Supply Staff

Reports to: Supervisor

JOB SUMMARY

Supply staff work under the direction and guidance of the Supervisor to fill in and support employees of The Family Place Child Care in delivering age-appropriate programs to enhance the cognitive, physical, social, and emotional development 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.

All supply staff are expected to develop and maintain professional relationships with families while working in the organization

SUPERVISORY RESPONSIBILITY & LEVEL OF AUTHORITY

- Assists permanent staff in providing a high-quality program in the classroom
- Assists permanent staff in supervising and ensuring the safety of the children in the classroom
- Responsible for adhering to the policies and procedures of The Family Place while working in the organization

SALARY:

Salary will be determined by professional designation, outlined in the Salary Grid

PROFESSIONAL OBLIGATIONS

- Adherence to the legislative regulations and duties set out under the current Ontario Child Care and Early Years Act
- Adherence to the Professional Responsibilities and Code of Conduct set out by the Ontario College of Early Childhood Educators (if applicable)
- Provides evidence of RECE status in good standing (if applicable) with the Ontario College of Early Childhood Educators prior to commencing work

POSITION SUMMARY:

- Assists in providing a physically safe and emotionally supportive environment showing sensitivity to the individual needs of children in all aspects of development.
- Works closely with other program staff, in implementing emergent curriculum in the classroom
- Along with permanent staff, supervises children, ensuring a safe environment
- Maintains positive relationships with colleagues and children.
- Participating with other tasks as required

RESPONSIBILITIES:

May include but not limited to assisting in the following areas;

- 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.
- Work as a team member
- Implements the daily program in conjunction with other program staff. Takes direction from permanent program staff.
- Creates a positive social environment which promotes sharing, cooperation, problem solving, respect for others and self-help skills;
- Shall provide opportunities for child-directed play experiences that are anti-bias and anti-racist.
- Ensures children are dressed appropriately for indoor and outdoor activities.
- Assists in monitoring lunch and snack-time activities encouraging children to eat. Mentor and monitors healthy eating and reports concerns to the permanent program staff
- Assists in doing regular attendance checks indoors, outdoors and on trips. Knows the number of children in attendance at all times.
- Positions self in the classroom 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.
- Keeps the surface areas and room tidy and sanitary, as per licensing requirements.
- 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.
- Report ready for work at the start of your shift.
- Stays on duty until shift is over.
- Maintains professional boundaries and constant awareness of the “client” relationship

- 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

OVERVIEW OF SUPPLY STAFF RESPONSIBILITIES

- Reads, understands, and abides by all organizational policies. Ask other staff what to do if you are unsure.
- Be involved.
- Be ready for work in the classroom by the start of your shift, having your personal belonging put away, and you are in the room/playground ready to work. This includes dressing and/or preparing for the activities and the weather.
- Treats children with respect and acts in a professional manner.
- Is involved in the classroom. Assists in implementing the program.
- Utilizes classroom behaviour management techniques to help the children interact & play with each other.
- Learns the names of the children.
- Never restrains a child. When necessary, you may hold children by the hand gently, not by the arms or wrists.
- No corporal punishment or any mistreatment. No locking doors, depriving children of food, shelter, bedding clothing allowed.
- Calls for support when in difficult situations with children and should never be in a room alone in these types of situations.
- Defers to permanent program staff when dealing with difficult situations.
- Familiarizes self with all children with anaphylaxis/allergies and their individual plan
- Consults with program staff before offering any food to the children.
- When not sure of the answer to any questions from parents, takes information down so that there will be some type of follow up – never say, “I don’t know.” Instead say, “I’m not sure but I will check with the regular room staff and they will get back to you.”
- Keeps all information about families and staff confidential. No information is to be given out to anyone.
- Always maintain ratios, do not leave the classroom or playground, without checking with permanent staff. Do not not arrive late or leave early.
- Does not use a personal cellphone in the classroom, in the playground or on field trips.
- Learn the child care phone system since you may need to answer the phone or make phone calls.
- Remains on duty until your shift is over even if the last child is picked up prior to the end of your shift and complete any required documentation or classroom cleanup.

HEALTH AND SAFTEY

- Assists permanent staff to ensure the overall health and safety of children enrolled in the program by maintain a safe and sanitary environment
- Reports all accidents to the regular room staff regardless of how minor (bump, scrape, fall, etc.
- NEVER LEAVES CHILDREN UNATTENDED
- Assists program staff in doing an inspection of the grounds/equipment before the children begin their play.
- Scans playground properly and stands apart from other staff and at key areas on the playground.
- Is aware of fire drill and emergency evacuation procedures and your role.
- Does not bring hot drinks into the classroom at any time.

RECORD KEEPING

- Assists in recording daily and/or monthly attendance
- Assists in recording and reporting accidents, incidents and occurrences as required
- Records cleaning procedures
- Assists in recording medical procedures and the administration of medication
- Assists in recording safety checks
- Assists in completing child's daily log for parents

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:

Supply RECE

- Early Childhood Education Certificate

- Registered Member of the College of ECE
- Knowledge of the CCEYA, How Does Learning Happen? And the ELECT document
- Knowledge of the Occupational Health and Safety Act
- Knowledge of AODA

Supply ECA or Non ECA

- ECA diploma/certificate or equivalent or 1 or more years' experience working with children
- Knowledge of the CCEYA, How Does Learning Happen? and the ELECT document
- Knowledge of the Occupational Health and Safety Act
- Knowledge of AODA

EMPLOYMENT REQUIREMENTS:

- Current Registration with the College of Early Childhood Educators (if applicable)
- Current successful Police Vulnerable Sector Check
- Valid Standard First Aid training and Level "C" CPR/AED
- Health Assessment T.B. test, up-to-date immunizations,
- Read and abide by all policies annually
- PVSC to be completed every 5 years on anniversary, to sign a declaration form annually within 2 weeks of work anniversary of alternate years.

Written by:

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TJ Solutions, Management Solutions for Child Care
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