Job ID: ST711MD (AD)
Job Posted: October 14, 2020
Job Closes: November 14, 2020

EARLY LEARNING CENTRE

Job title: Teaching Assistant, Early Learning Centre (the 'Centre)

Reports to: Centre Director

Job summary

The Teaching Assistant shall assist in providing quality childcare programs that meet the Ministry of Educations guidelines. This position is under the supervision of the Registered Early Childhood Educator and Centre Director. The Assistant is equally responsible of all duties related to health and safety, Ministry of Health, and all other related Ministries that govern the daily operations of a quality childcare program.

Employment requirements:

The Teaching Assistant must have knowledge, experience and an interest in working with children with an exceptional ability to communicate with others. Each individual must possess current standard first aid with infant child CPR. The Assistant has a duty to provide a true copy criminal reference check/Vulnerable Sector and/or offence declaration within a period of time prescribed by regulations and internal ELC policies. ELC has the sole right and refusal of all sector checks that are presented that note concern or past convictions. Follow the Program Statement and Implementation as created by ELC's professionals.

DESCRIPTION OF DUTIES: In addition to any other duties as assigned

Operations

- Record accurate daily and monthly attendance records
- Record and report accidents, incidents and occurrences as required
- Record accurate cleaning procedures
- Observe and record daily health of the children
- Write daily reports on children, recording nutritional intakes, sleep patterns and/or any special or unusual occurrence where necessary.
- Document children's daily activities
- Obtain and update information on children and ensure information is passed on and documented on file
- Write progress reports on each child, based on observations and assessments of their development
- Maintain up-to date children's electronic portfolio's for each child in program
- Maintain confidentiality
- Work overtime as requested or required to meet current legislative ratio requirements
- Attend all required meetings as requested
- Ensure the safe storage and proper use of equipment and funds that may be in the care or supervision of the employee

- Follow the Duty to Report child abuse and neglect as stipulated in ELC's Policies and procedures as well as the Child and Family Services act.
- Clean and disinfect toys and surfaces as required by the Ministry of Health and ELC's Sanitary Practices and universal precautions for infection control
- Offer appropriate equipment and supplies that meet ELC's Philosophies
- Ensure Health and Safety standards and protocols are being followed
- Report any equipment and supply needs and/or repairs in the maintenance log book
- Ensure cleanliness and sanitation of all areas including but not limited to hallways, washroom, staffrooms, storage spaces, outdoor spaces used by families, staff and community
- Assume an equal share of the joint housekeeping responsibilities

Child Development and Care

- Ensure program is operating in accordance with the ELC program statement and implementation policy
- Ensure program, activities, policies and standards are maintained

Human Resources

Personnel and Staff Development

- Effective communicator, and listener, while encouraging discussion
- Effective use of appropriate tone, as well as a non-judgment and respectful attitude
- Assist in teacher training activities
- Assist in the training and mentoring of students
- Maintain regular attendance and keep accurate logs of your work hours
- All staff are required to report in a timely fashion in the event of illness or emergency
- Follow all goals and objectives that are created by the corporation
- Maintain a practice of self- reflection with a focus of ongoing professional growth
- Self-reflective performance reviews will be shared with mentors and professional leaders on minimum of a quarterly basis
- Meet and maintain all requirements including documents under the ministry of Education and Labour and those stipulated in ELC Policies

Mentoring

- Empower co-educator to be the best they can be

- Encourage relationships based on honor, respect and honesty
- Create partnerships with colleagues
- Participate in meetings
- Support and guide colleagues and students
- Facilitate protégé professional development
- Act as a resource to colleagues and families
- Empower co-workers to have a voice and to use it
- Promote opportunities for co-workers to grow and learn
- Support the creation of healthy and friendly work environments
- Take responsibility for your own attitude and morale
- Promote harmony and effective relationships
- Identify and expand upon learning opportunities (teachable moments)
- Demonstrate leadership

Apply to: admin@earlylearningcentre.ca