



TITLE: Childcare Assistant

REPORTS TO:

Works under the direction and supervision of the Childcare Worker and/or the School Principal.

SUMMARY:

The Childcare Assistant provides assistance in ensuring safety of the students and day-to-day operations of the centre and follows the guidance and instruction of the Childcare Worker.

DUTIES:

The duties of this position are not limited to the listed components, but will encompass 80% of the assigned duties on a regular basis.

- Assists with preparation of program-related materials and resources.
- Uses computers and other specialized equipment to provide support.
- Monitors students' daily arrival, dismissal, and lunch/playground activities.
- Accompanies students on outings within the community and transport students as required.
- Will assist and/or provide personal and physical care as required.
- Reports safety and discipline concerns to the Childcare Worker and/or Principal.
- Follows the Junior Kindergarten's daily routine.
- Supervises all children while providing a safe, supportive, and nurturing environment.
- Builds positive relationships with parents and communicates regularly with them.
- Performs other assigned duties that are within the area of knowledge and skills required by the job description.

REQUIREMENTS:

- Possess Child Development Assistant certification or acquire Child Development Assistant certification within 6 months of hire into this role.
- Completion of grade 12 diploma or equivalent.
- Technology and computer-related skills
- Excellent oral and written communication skills.
- Ability to identify and solve problems.
- Self-motivated, self-directed, and flexible.
- Excellent organizational skills.
- Ability to work with minimal supervision and as a team player.
- Physical ability to perform the required duties.