



Program Assistant

Job Title: Program Assistant
Reports to: Supervisor or Site Supervisor

Job Summary

The Program Assistant is responsible to provide a clean, caring, safe and educational program for young children and their families in a group setting.

Job Duties

1. Corporate
 - Follow all organizational policies and procedures of Kawartha Child Care Services.
 - Be aware of the strategic plan, mission statement and guiding principles of Kawartha Child Care Services.
2. Operational
 - Assist in the provision of a daily balance of active/quiet, indoor/outdoor and individual/group activities,
 - Assist in the establishment of and carry out daily schedule that incorporates child-directed activity, care routines and transitions times.
 - Assist in organizing the space, equipment and materials prior to activities.
 - Assist children in expressing themselves by listening and responding with questions or comments that extend conversations.
 - Use a variety of teaching techniques including modeling, observing, questioning, demonstrating, reinforcing and bridging.
 - Assist in the set up daily routines to take advantage of embedded learning opportunities.
 - Assist in the planning and carry out experiences that promote children's understanding of their own and other cultures and value system.
 - Assist in the planning and carry out activities that promote problem-solving play (pretend play, creative and constructive play and games with rules play).
 - Assist in organizing physical and social environment to extend and expand child-directed play experiences.
 - Recognize and build on emergent and early literacy and numerical activities. Encourage children's representation of their experiences.
 - Assist in representing and documenting children's activities – photos, displaying of children's drawings and printing, portfolios, videos.
 - Assist in providing experiences and play materials that actively promote anti-racist and non-sexist interactions and attitudes.
 - Assist in the short and long term planning and the annual program review.
 - Seek out opportunities to recognize and celebrate new developmental achievements.
 - Encourage and assist each child in carrying out daily routines.
 - Assist in providing daily opportunities for each child to choose to be alone.
 - Engage each child individually each day.
 - Observe how children use the materials and interact with each other and adults.
 - Use observations to expand play and plan activities that recognize individual differences.
 - Assist resource staff and other specialists to plan, carry out and review individual program plans.
 - Discuss with Program Staff or Supervisor referrals or additional services for children and parents if there are concerns about the course of development.
 - Assist with reasonable behaviour expectations consistent with the agency's philosophy and policies.
 - Provide positive guidelines such as re-directing, positive language and reinforcement.
 - Assist with immediately addressing problem behaviour without labeling the child.
 - Follow behaviour guidance policy established by the agency.

- Follow the agency's procedures for maintaining health records, hygienic routines, universal precautions and administering medication and first aid.
 - Report all incidents, injuries and illnesses to the Supervisor or designate and record such incidents in the daily log, playground log and as a serious occurrence, if necessary.
 - Monitor the indoor and outdoor environment for hazards.
 - Assist with updating daily children's allergies and other special conditions.
 - Assist with establishing enjoyable daily eating routines.
 - Attend to children's physical needs for diapering, toileting, eating and sleeping with respect and as promptly as possible.
 - Report all incidents of suspected child maltreatment.
 - Assist with releasing children only to persons authorized by the parents/guardians.
 - Assist with cleaning requirements as determined by cleaning checklist.
 - Assist with the set up and putting away sleep cots.
 - Seek out opportunities to recognize and respect family's child rearing practices and expert knowledge about their children.
 - Assist with completing daily information charts appropriate for the age group.
 - Discuss the program's daily events with family members at drop-off and pick-up times.
 - Assist families to activities that will allow them to participate in their children's early learning and development.
 - Encourage family members to spend time and to participate in the program throughout the day.
 - Follow licensing and other regulatory requirements.
 - Other duties as assigned.
3. Human Resources
- Carry out the responsibilities of the Supervisor as the designate when requested.
 - Assist in the planning and carry out annual staff development.
 - Keep up-to-date with early childhood education and advocacy developments.
 - Maintain regular attendance and punctuality and submit accurate time sheets every two weeks.
4. Communications
- Report to the Supervisor.
 - Participate in staff meetings.
 - Read meeting minutes from committee, board and staff meetings.
 - Maintain confidentiality of all information related to the agency's children, families and staff.
 - Use positive communication.
 - Read and use the communications book.
 - Ensure all correspondence prepared and distributed professionally on approved letterhead or memo form and has been proofread by a staff person at the administration office.
5. Financial
- Follow the financial policies as they apply to this position.
 - Ensure approval of all purchases.
6. Health and Safety
- Ensure that the Worker responsibilities under the OHAS Act are adhered to at all times.
 - Comply with WHMIS legislation at all times.
 - Maintain current first aid and CPR.

Qualifications

Education

- Grade 12 diploma
- Completion of courses in early childhood education, such as child development, behaviour guidance, emergent curriculum

Experience

- Previous experience working with children

Requirements

- Satisfactory criminal reference check
- Medical as required by the local Medical Officer of Health
- Standard First Aid (Infant/Child/Adult CPR)

Competencies

- Patience, dedication, energy, enthusiasm and caring.
- Demonstrated ability to direct, instruct and care for children.
- Ability to deal with non-routine situations.
- Ability to handle emergencies, crisis, or hostile behaviour.
- Ability to maintain control in frustration situations.
- Ability to work co-operatively with others in a team environment.
- Ability to report non-routine situations to Supervisor.
- Ability to accommodate competing demands.
- Ability to maintain neat and accurate records.
- Ability to communicate effectively both orally and in writing with children, parents, co-workers, teachers.
- Ability to maintain confidentiality of all information related to children, parents and staff.
- Ability to carry/lift children and carry/lift/move moderately heavy items.
- Ability to stand for extended periods of time; to work at the height of the children.
- Willingness to work in conditions involving exposure to bodily fluids, infectious diseases, frequent high noise levels, occasional inclement weather.
- Ability to use professional judgment on a daily basis within the guidelines established by the Day Nurseries Act and program policies.
- Knowledge of the Day Nurseries Act, the Human Rights Code, Occupational Health and Safety Act, Canada's Food Guide, Employment Standards Act, Health Act, the Child and Family Services Act, local fire and health departments and the ability to meet the specifications of these Acts and any other regulations that apply to this position.
- Willingness to work flexible hours as required.

Job Classification

- Program Assistant

Performance Expectations Program Assistant

Reports to Administrative Supervisor or Site Supervisor

Duties

1. Respectfully communicate and collaborate with children and adults on a daily basis.
2. Assists in the observation and recording of children's developments and interests on a daily basis using a variety of methods and communicates with family and team.
3. Assists in the provision of resource rich experiences that are developmentally, culturally and linguistically appropriate with teaching approaches that enhance each child's learning and development on a daily basis.
4. Use environment as a third teacher so that children gain skills from the activities, materials, interactions that reflect their developmental needs and interests on a daily basis. (math, science and literacy)
5. Responds to children's care needs as developmentally appropriate in a respectful and prompt manner in the areas of toileting, dressing, eating, rest, life skills, medication and first aid.
6. Assists in the design and maintenance of an aesthetically pleasing indoor and outdoor environment that protects children's health and safety at all times.
7. Participate in a minimum of 12 hours of professional development per year.
8. Develop partnerships and professional relationships with community agencies regarding supports for the special needs and interests of children in their primary care.
9. Assists in the supervision of volunteers, supply and new staff as needed.
10. Accurately record children's attendance immediately as they arrive and depart.
11. Report serious occurrences to supervisor immediately following necessary first aid.
12. Accurately record allergy updates, communication from parents, incident reports, medications, serious occurrences, fire drills or significant events as needed.
13. Complete required checklists on a daily basis, as required.
14. Ensure that licensing standards are maintained at all times.