



COUNTY OF WELLINGTON

POSITION DESCRIPTION

Title: Teacher Assistant	Reports to: Child Care Centre Supervisor
Department: Social Services	Division: Children's Early Years
Effective: September 2005	Revised: July 2021

BASIC FUNCTION:

The Teacher Assistant reports to the Child Care Centre Supervisor and is responsible for ensuring a safe, nurturing, and stimulating environment, in conjunction with the Early Childhood Educators. The main duties include: supervising children while ensuring their safety at all times, implementing programming as planned by the classroom Teacher in-keeping with the concept of pedagogy and inclusion, establishing professional relationships with other staff, and tactfully communicating with parents. The Teacher Assistant is also responsible for reporting specific health concerns, accidents or occurrences to the Teacher and/or Supervisor for further consultation.

PRINCIPAL RESPONSIBILITIES:

Under the guidance of the Child Care Supervisor, the Teacher Assistant has the following duties and responsibilities:

- Provide safe supervision of children.
- Provide input into how to make adaptations to the programme, schedule and environment so that child can participate to the best of their ability and all children can be included.
- Support the classroom Teacher by sharing observations of children, providing input into goals and activities.
- Implement programme as planned by Teachers and provide age appropriate spontaneous activities for children ages birth to four years.
- Assist children through routines such as snack and meal times, rest/sleep and washroom/diapering
- Conduct consistent Behaviour Guidance in accordance of the Child Care and Early Years Act 2014, Modernization Act 2014 and Directly Operated Programme policies.
- Relieve staff for breaks, programming time and case conferences.
- Communicate effectively and professionally with children, parents/guardians, other staff, professionals and students.
- Assist the classroom in carrying out individual programming for children with special needs in-keeping with the concept of inclusion.
- Attendance at monthly staff meetings (after hours) for programme planning, evaluation and problem solving as required.
- Follow sanitary practices.
- Have a working knowledge of relevant legislation and the ability to interpret when required.

- Follow all regulations, legislation and centre/corporate policies.
- Attend professional development activities such as workshops, conferences and courses as required.

PHYSICAL EFFORT:

Heavy activity of medium duration, such as stooping, kneeling, crouching, lifting, running and dancing.

CONTACTS:

Internal: Social Services Staff at all levels

External: Children, Parents, Agencies, Students. Ministry Programme Advisors

MINIMUM QUALIFICATIONS:

- High school diploma.
- Minimum one year of experience or equivalent in a formal child care centre setting or early year's environment.
- Knowledge of the Child Care and Early Years Act, Early Childhood Educators Act, Public Health, Health and Safety, and other related legislation.
- Ability to apply established procedures such as following guidelines in the Child Care and Early Years Act 2014.
- Knowledge and experience working with community supports for families and children would be an asset.
- Excellent customer service skills and the ability to work with a diverse client group in a professional manner.
- Strong organizational skills with the ability to maintain accurate records.
- Well-developed written and verbal communication skills.
- Ability to maintain confidentiality.

CONDITIONS OF EMPLOYMENT:

- Police Vulnerable Sector Check (upon hire and every five years thereafter)
- Proof of Education
- Valid Standard First Aid Certification including Infant and Child Cardiopulmonary Resuscitation (CPR)
- Up-to-date Immunization Record

OTHER:

Location: Directly Operated Child Care Centre