



POSITION DESCRIPTION

POSITION:	ASSISTANT TEACHER
DEPARTMENT:	CHILDCARE SERVICES
CURRENT ISSUE:	JULY 2023
NEXT REVISION:	JULY 2028
AFFILIATION:	NON-UNION

POSITION SUMMARY:

Reporting directly to the Director of Childcare Services and under the supervision of the Head Teachers and the R.E.C.E., the Assistant Teacher will ensure that children are well supervised and provided with developmentally appropriate programming that is consistent with the Program Statement.

DUTIES AND RESPONSIBILITIES:

1. Works in collaboration with RECE staff to ensure a high-quality environment as mandated by the Child Care and Early Years Act 2014.
2. Working knowledge of “ How Does Learning Happen”.
3. Makes suggestions for the needs of the children by observing, planning, implementing and reviewing children’s programming as stated in the Program Statement.
4. Responds to the children’s physical needs as promptly as possible.
5. In partnership with the RECE, completes daily information charts appropriate to the age group.
6. Maintains daily communication with parents and caregivers and respect confidentiality of information.
7. Reports and documents all injuries, illnesses and developmental concerns.
8. Provides direction and supervision to students and volunteers.
9. Works with resource staff and other specialists to plan and carry out individual program plans for children with exceptional needs.
10. Recognizes children with food intolerances and preferences and follows individual plan.
11. Monitors indoor and outdoor environments daily to ensure play space is safe.
12. Participates in staff meetings, workshops and “Continuous Professional Learning” opportunities.
13. Makes suggestions for short- and long-term planning.
14. Assists with the set up daily learning activities that foster emerging learning opportunities.
15. Uses HiMama as program as required.
16. Demonstrates best practice in accordance with the Quality Assurance Program.
17. Carries out planned experiences that promote a daily balance of active/quiet, indoor/outdoor and individual/group activities.

18. Must adhere to health and safety standards and procedures as set out by the municipality and childcare.
19. Uses a variety of suggested teaching techniques to promote overall development.
20. Reports any suspected Child Abuse to the proper authorities.

QUALIFICATIONS:

- Secondary School Diploma
- 6 months to 1 year experience, preferably in a municipal day care would be an asset.
- A clean Vulnerable Sector Criminal Record Check within the last 6 months upon hire and an annual attestation there afterwards
- Current Standard First Aid Certificate, including Infant/Child CPR, Defibrillator
- WHMIS BHS training mandatory
- Up to date on all required immunizations
- Health and safety in the workplace for employees required
- Basic knowledge of requirements imposed in the Child Care and Early Years Act, 2014.
- Good written and oral communication skills.
- Good interpersonal skills.
- Working knowledge of Microsoft Office applications and specialized software applicable to the position.
- Strong public relations and customer service skills.
- Valid Driver's Licence (class G) an asset

PRINCIPAL ACCOUNTABILITIES:

In addition to the general requirements of the Municipality for regular and reliable attendance, timeliness and personal conduct consistent with Municipal policies and procedures, the incumbent is expected to:

- Promote and maintain clear lines of communication that foster successful interpersonal relationships. Such communication shall be timely, informative, accurate, courteous, responsive, and complete.
- Maintain the confidentiality of all employee and resident related information deemed to be confidential.
- Ensure that the equipment of the department is maintained, respected and that preventative maintenance is undertaken. Ensure that equipment is utilized in a safe manner by informed staff, conforming to established operating specifications.
- Maintain all necessary qualifications and certifications and ensure all professional standards and legislative requirements are met.
- Be fully knowledgeable of your responsibilities under the Occupational Health & Safety Act and Regulations, and to work in compliance with these provisions in order to create an environment, which is conducive to the health and safety of the Municipality's employees, residents, volunteers and other stakeholders. You are expected to work in a safe manner at all times and report any

hazards or incidents as soon as possible.

- Be fully knowledgeable of the Occupational Health and Safety Manual to understand actions expected.
- To take a problem-solving approach to your work, using sound judgment, acting appropriately to ensure safety.

APPROVAL:

This position description has been approved by the Director of Childcare Services.

TITLE

SIGNATURE

DATE

Director of Childcare Services

INCUMBENT'S SIGNATURE

I, _____, have read and understand the content of the above position description.

Employee signature: _____ Date: _____

ASSISTANT TEACHER - PHYSICAL DEMANDS

TASK DEMANDS: Frequency of identified physical tasks in job responsibilities

TASK	FREQUENCY			
	Never (0%)	Occasional (<33%)	Frequent (33% - 66%)	Constant (>67%)
Sitting – remaining in the normal seated position		X		
Standing – remaining on one’s feet in an upright position without moving about or combined with walking				X
Walking – moving about on foot on level or uneven surfaces			X	
Stooping/Bending – bending down and forward at the waist in a sitting or standing position			X	
Kneeling – bending legs to rest on one or both knees			X	
Crouching/Squatting – Bending down and forward by bending legs at knees		X		
Crawling – Moving about on hands and/or knees or feet.	X			
Twisting – Rotating upper torso left and right while sitting or standing		X		
Balancing – maintaining body equilibrium to prevent falling when walking, standing, crouching, kneeling on narrow, slippery or moving surfaces.	X			
Climbing – Ascending/descending ladders, stairs, scaffolding, poles or inclined surfaces.	X			
Keyboarding – using a computer keyboard, adding machine, calculator, typewriter, etc.	X			
Reaching – extending hands and/or arms below, at or above shoulder height			X	
Gripping/Handling – manipulating objects with the hands by seizing, holding, grasping using a power grip or simple gripping			X	
Fingering – manipulating objects using the key, palmar or tip inch grip positions.		X		
Lifting	Under 10 lb. (4.5 kg)			X
	10 – 20 lb. (4.5 – 9.0 kg)			X
	20 – 40 lb. (9.0 – 18.0 kg)		X	
	Over 40 lb. (27.0 Kg) Specify: Mechanical Lift		X	

PUSH/PULL REQUIREMENTS (Identify specific tasks requiring pushing/pulling equipment involved)	Frequency		
	Occasional (<33%)	Frequent (33% - 66%)	Constant (>67%)
Pushing/pulling of equipment (eg. lawnmowers, carts, raking, auto-scrubbers or other cleaning equipment)	X		

OTHER PHYSICAL/COGNITIVE REQUIREMENTS: Identify special requirements used routinely in the job and identify job task (e.g. listening and visual concentration for transcription; mental concentration for multi-tasking etc.)

PHYSICAL/COGNITIVE REQUIREMENT	JOB TASK	YES	NO
Mental Concentration	Fast-paced, multi-tasking environment, critical thinking, problem solving	X	
Risk of Eye Strain	Constant viewing of computer monitors		X
Mental Demands	Working with tight deadlines, decision making accountability, legislative restrictions	X	

WORKING RELATIONSHIPS

Internal	Director of Childcare, Head Teacher, Childcare and School Staff
External	Parents and Families, External ministries and agencies, other professional organizations, etc.

Legend: D – Daily, W – Weekly, M – Monthly, Q – Quarterly, A – Annually

TITLE OF PEOPLE CONTACTED	D	W	M	Q	A	PURPOSE	HOW	
							ORAL	WRITTEN
Residents	X					Providing information; follow-up on complaints and inquiries	X	
Stakeholders/Contractors						As team leader and member; supporting departments and unit activities, purchase orders		
Employees/Managers	X					Communicating, collaboration, consulting, providing direction, Performance accountability	X	X
Members of Council						Providing information, seeking approval/direction		

Externally (e.g. suppliers, staff of other Municipalities, Government Agency, Local Businesses, General Public)

Legend: D – Daily, W – Weekly, M – Monthly, Q – Quarterly, A – Annually

TITLE OF PEOPLE CONTACTED	D	W	M	Q	A	PURPOSE	HOW	
							ORAL	WRITTEN
Other Municipalities/Government Agencies/Local Businesses/Public	X					Supporting referred-in workload	X	

ENVIRONMENTAL DEMANDS:

Depending on the program, the noise level can be quite high throughout the day with some reprieve at sleep time. Some rooms have higher ceilings and sound can echo substantially. Some programs need to go through another room to reach both child and staff washrooms which can be disruptive to the program. There is expected lifting of children on to change tables for some programs. Lifting is a requirement to set up cots, move tables if necessary, and set up outdoor and indoor programming. The rooms have air conditioners and heat when required.

Mental alertness is required at all times.

WORKING CONDITIONS:

Staff work on a part-time or full-time basis and hours vary. The average full-time employee works between 35-40 hours a week. Split shifts may also be required for the Before and After School programs.

SUPERVISORY/MANAGEMENT ACCOUNTABILITIES: No

THE ABOVE INFORMATION IS CORRECT AS APPROVED BY:

Departmental Manager

REVIEWED BY:

Human Resources

Incumbent