



Tsi ionterihwaienhstahkwa ne Kahwatsiranó:ron
 Step By Step Child and Family Center
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JOB DESCRIPTION

General Information

Job title: Classroom Assistant
Sector: Education
Terms: Summer Student
Supervisor # 1: Teacher/Classroom Coordinator
Supervisor # 2:
Date of Job Description: April 2017
Date of Revisions: March 2018, March 2023

General Description of the Job

Under the supervision of the Teacher/Classroom Coordinator/Lead the student supports the implementation of the holistic inclusive early childhood education program.

Description of the Job

Responsibilities	Tasks
<p>To support the classroom team in the implementation of the early childhood education program.</p>	<ul style="list-style-type: none"> - Assists the teacher/lead in running the day to day program according to the teacher's plan - Performs all duties assigned by the teacher/lead - Implements age appropriate activities according to the teacher/lead's plan. - Helps maintain a positive, pleasant and productive atmosphere in the classroom - Implements activities according to teachers plan and goals - Implements toilet training, dressing, feeding and rest programs - Sets up bulletin boards and classroom learning centers - Washes and dries clothes and dishes - Cleans and disinfects toys - Manages the lunch and recess programs - Cleans and sets up classroom at end of day - Assists with running gym and outside activities - Helps with teaching of Mohawk language - Maintains library in neat condition, class books, repairs books, shelves books, keeps track of inventory - Brings to the attention of teachers/leads any suggestions or complaints concerning a child. - Supports the needs of children

Responsibilities	Tasks
To lead and instruct small groups, circles (as required)	<ul style="list-style-type: none"> - Takes on a leader role in small group/circle/activities - Manages small group activities - Supports children with self-control, self-confidence and self-esteem
To support good communications with parents, families and the community.	<ul style="list-style-type: none"> - Promotes a positive image for the center and resources - Welcomes parents and/or families using positive relationship building techniques - Informs teacher on health, social and security issues concerning a child - Directs parents to the appropriate person regarding any concerns, suggestions or requests.
To perform any and/or other job related duties as required by the position	<ul style="list-style-type: none"> - The duties must be job relevant and related to the Vision, Mission and Mandate of the center - All duties will take into consideration the knowledge, skill and ability of the individual
Working Conditions	
<p>The employee must be familiar with the use of general classroom, kitchen and office equipment such as (but not limited to): computer, printer, fax machine, laminator, camera, video, dishwasher, etc.</p> <p>The employee must be able to work under pressure and in high stress situations.</p> <p>The employee is regularly expected to sit, stand, crouch, kneel and lift while performing the duties of the job.</p> <p>The employee is expected to work in different temperature (i.e. outside and in classroom).</p> <p>The employee is required to be flexible. He/she may be required to work different shifts and within different teams.</p>	
Contacts	
<p>Teacher/Classroom Coordinator: to work under direct Supervision</p> <p>Resource Team: to work in collaboration with</p> <p>All Staff: to answer or direct any job related inquiries to appropriate person</p> <p>Children & Families: to discuss any general classroom procedures or matters as directed by his/her supervisor</p>	

Accountability

- To assure wellbeing and safety of children when teacher is not in class
- To help deliver a quality early childhood education program
- To maintain confidentiality
- To adhere to the safety of children, staff and parents when on premises
- To provide quality care
- To maintain a positive image of the center for the public, families, and children

Qualifications

Certification and/ or level of formal education:

- University, Cegep OR
- High School minimum Secondary 4, and have an interest in pursuing studies in Early Childhood Education or related field
- CPR, First Aid (specific to Child Care) is an asset
- Experience working with young children
- Must not be guilty of a criminal offense in a matter related to the job (18 years old +)

Skills requirements:

- Strong interpersonal skills
- Capable of working in a team setting within an inclusive environment
- Ability to organize, priority and multi-task
- Ability to demonstrate initiative, creativity, flexibility and sensitivity
- Ability to communicate with and guide the behavior of young children
- Knowledge of Mohawk culture and language is an asset, willingness to learn is essential
- Capable of working in English

Signature of Student

Signature of Supervisor

Date

Date

STUDENT CLASSROOM ASSISTANT WORKPLAN

Week	Activities	Responsibilities
1	For the first few days the individual will receive an orientation to Step by Step and its operational procedure. Importance of play, Language development of young children and Autism. They will receive an introduction to his/her classroom team, resource team and other staff they will be working with over the course of his/her employment. Each student will slowly be introduced with direction of the Teacher to observe children in one class and be part of how a class runs daily. They will get the opportunity to be a part of a class that is already in session.	Observe and begin to initiate their participation in the class. Free play, activity time, outdoor play. They will be responsible to know the location of the materials in the school that will be needed when asked to find.
2	The individual will be assigned to the team and group of children they will work with over the course of his/her employment however he/she may work within different teams. They will meet and review the daily schedule with their teams and assist classroom coordinator with assigned duties and tasks to prepare. Each student will help set up the classroom and materials with direction from classroom coordinator.	To carry out assigned tasks given to them that need to be prepared before children arrive.
3	The individual will follow the daily routine of the class and assist classroom coordinator in activities. They will slowly familiarize themselves with all the children and their team. This week will be a time for the individual to observe and familiarize his/herself with their class.	They will be responsible for getting involved in free play time, activity time, outdoors. They will be asked to implement one activity at this point.
4	The individual will be assigned to prepare one of the activities for the day or week. They may be asked to look for certain materials, gather books that are relevant to the weekly theme.	Responsible to do the tasks in a timely manner.
5	Assist Teacher in doing a circle activity, reading a book to the whole group. Leading a group of children in an activity in the gym or the outdoors.	Responsible for choosing a story to read to the whole group. They must prepare prior to reading with planning how will they introduce, develop, and conclude the story and the gym activity.
6	Same as above with expanding on another period of the day. Slowly assuming more responsibility in the class and with the team.	Same as above with more responsibility. May be asked to research an activity at this point.
7	The individual will be asked to run a short 20 minute circle depending if they are comfortable or confident enough with the guidance of the classroom coordinator. They will be asked to do small group activities daily at this point.	Responsible to prepare prior to circle and activities.

Week	Activities	Responsibilities
8	Same as above, but now will be fully involved in planning of the day and carrying it out with the guidance and supervision of the Teacher.	Responsible to carry out tasks and duties with Teacher and team independently.
9	Same as above	Same as above
10	The individual will seek feedback whenever unsure of how to carry out his/her duties.	They will be responsible for helping teacher's clean classrooms when time permits them to. Available to meet to evaluate their experience of the summer.
<p><i>The remainder of the weeks is just a lot of hands on and getting used to the routines of the daily classroom activities.</i></p>		