



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: Supervisor of Program Services
Date of job description: April 2017
Date of revisions: March 2018

General Description of the Job

Under the supervision of the Teacher/Classroom Coordinator/Lead and the Supervisor of Program Services, 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.

Description of the Job	
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 - In collaboration with the Teacher/Classroom Coordinator, develops and implements communication strategies with families - Informs teacher on health, social and security issues concerning a child - <u>Directs</u> parents <u>to the appropriate person regarding any concerns, suggestions</u> or requests. needs and follows up on
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>Supervisor of Program Services: to work under the 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</p>	

directed by his/her supervisor

Accountability

- To assure well being 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
- Minimum Secondary 4 or 5 (high school) and have a sincere interest in pursuing studies in Early Childhood Education or related field
- Experience working with young children
- Must not be guilty of a criminal offense in a matter related to the job

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