



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

General Information

Job Title:	Education Assistant
Sector:	Education
Terms:	
Date of Job Description:	June 2011
Date of Revisions:	June 27, 2017

The Incumbent

Name of Incumbent:	
Date of employment:	
Immediate Supervisor:	Teacher/Classroom Coordinator
2nd Supervisor:	Melissa Lasante, Pedagogy/Resources Services Coordinator

General Description of the Job

Under the direction and supervision of the Teacher/Classroom Coordinator and the Melissa Lasante, Pedagogy/Resources Services Coordinator, the Education Assistant supports the implementation of the holistic inclusive early childhood education program.

Description of the Job	
Responsibilities	Tasks
<p>To assist in the implementation of the early childhood education program</p>	<ul style="list-style-type: none"> - Assists the teacher in running the day to day program according to the teacher's plan - Replaces the teacher when he/she is away by taking full responsibility of the classroom following the schedule left by the teacher - Performs all duties assigned by the teacher - Implements age appropriate activities and programs - Helps maintain a positive, pleasant and productive atmosphere in the classroom - Implements activities according to teachers plan and goals - Researches assigned activities - Sets up, monitors and maintains bulletin boards and classroom learning centers - Prepares assigned teaching materials - Implements toilet training, dressing, feeding and rest programs - Washes and dries clothes and dishes - Washes and disinfects toys - Manages the lunch and recess routines - Cleans and sets up classroom at end of day - Runs the gym and outside activities - Helps with teaching of Mohawk language - Maintains library in neat condition, class books, repairs books and shelves books - Brings to the attention of teachers any suggestions or complaints concerning a child and helps develop solutions and/or follow up - Assists Teacher/Classroom Coordinator with developing Portfolios when required - Supports the needs of children with challenging and difficult behaviors

Responsibilities	Tasks
To assist in the implementation of the individualized education program	<ul style="list-style-type: none"> - Spends one on one time with a child as needed - Implements assigned individual programs - Help implement IEP's for specific children - Researches assigned activities - Prepares materials
To lead and instruct small groups, circles	<ul style="list-style-type: none"> - Takes on a leader role in small or large group/circle/activities - Manages group activities - Teaches children self control, self confidence and self esteem during behavior modification program - Assigns tasks to substitutes, students and volunteers as required
To maintain on-going professional development	<ul style="list-style-type: none"> - Attends workshops, training sessions and staff meetings when requested - Attends and participates in Circle of Security Training as required - Reads book and magazines on early childhood education, IEP and new trends in education - Is willing to learn and enhance his/her knowledge of the Mohawk culture and language - Continues and/or enrolls in ECE courses and other related training courses
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 - Arranges for informal meetings with the Teacher/Classroom Coordinator as needed
	<ul style="list-style-type: none"> - Listens to parents needs and follows up on concerns, suggestions or requests with the teacher.

To participate on committees and community events as required by the position	<ul style="list-style-type: none"> - Participates on committees - Promotes and participates in community events throughout the year
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

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.

The employee must be able to work under pressure and in high stress situations.

The employee is regularly expected to sit, stand, crouch, kneel and lift while performing the duties of the job.

The employee is expected to work in different temperature (i.e. outside and in classroom).

The employee is must be flexible. He/she may be required to work different shifts and within different teams.

Contacts

Teacher/Classroom Coordinator: to work under direct Supervision

Supervisor of Program Services: to work under the Supervision

Resource Team: to work in collaboration with

All Staff: to answer or direct any job related inquiries to appropriate person

Children & Families: to discuss any general classroom procedures or matters as directed by his/her supervisor

Internal Committees: to participate and contribute on committees of interest

Accountability

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- To ensure the well being and safety of children at all times
- To help deliver a quality inclusive early childhood education program
- To maintain confidentiality
- To provide quality support and care to the children and families
- To adhere to the safety of children, staff and parents when on premises
- To maintain a positive image of the center for the public, families, and children

Qualifications

Certification and/ or level of formal education:

- DEC in Early Childhood Education with 1 year experience working in a classroom environment **OR**
- AEC or with 1 year experience working in a classroom environment **OR**
- Consideration may be given to those individuals who have a minimum of Secondary 5 education and have a sincere interest in pursuing studies in Early Childhood Education (considered untrained until certified)
- Must possess a valid/unexpired CPR, First Aid and Epi-Pen Certification specific to Childcare at all times
- Circle of Security Training (as required)
- Must provide an annual certificate of good health
- 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, prioritize and multi task
- Ability to demonstrate initiative, creativity and sensitivity
- Ability to communicate with and guide the behavior of young children
- Must possess sound oral communication skills
- Working knowledge of Outlook, MS Office Programs and Publisher
- Knowledge of Mohawk culture and language is an asset, willingness to learn is essential
- Capable of working in English

Signature of Incumbent

Date

Signature of Supervisor