

## Job Description: Assistant Teacher

**DEPARTMENT:** Child and Family Development

**PAY BAND:** 2

**PREPARED BY:** Michelle Winterburn

**APPROVED BY:** Fiona Cascagnette

**PLACEMENT:** (FT/PT/Contract)

**PAYROLL CODE:** ECEAH/ECEAS

**DATE:** August 18, 2014

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### General Function

Under the direction of the Supervisor or Coordinator, the Assistant Teacher will ensure that all YMCA Child and Family Development Programs provide quality care, service and support to the participants and their families. The Assistant Teacher is responsible for the planning and implementation of an age appropriate program designed to meet the developmental needs of the individual children following all legislative requirements from the Ministry of Education to ensure the health, safety and well-being of all children in his/her program.

### Specific Duties and Functions

The following duties are typical for this position. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Demonstrate strong support and commitment to the mission and core values of the YMCA of Simcoe/Muskoka and the YMCA in Canada.
- Demonstrate strong support and commitment to serving the membership, facility users and all program participants of the YMCA of Simcoe/Muskoka.
- Models appropriate and professional behaviours in line with our Mission, Vision and Values
- Establishes rapport and maintains effective relationship building behaviours
- Understands and participates in YMCA philanthropic commitments, connects with families and offers opportunities to give, either financially or their personal time, including participation in special events within the centre and the community
- Demonstrates strong support and commitment to community activities, representing the YMCA in a professional manner
- Self manages on-going professional development;
  - Responsible for achieving successful completion of all required trainings in first year of employment which could include YMCA Playing to Learn curriculum phase one trainings, CATCH, YMCA Healthy Child Development
  - Attend other YMCA Child and Family Development training programs as required
- Follows the supervision and guidance of the supervisor. Discusses policy or liability with direct supervisor as required.
- Understands and is sensitive to the diversity of the community
- Works to maintain active and effective communication and information networks within the centre, the staff team and with community agencies working with individual children and families.
- Adherence to the YMCA Child Protection Policies and Procedures

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- Seeks opportunities to deepen connections and increase engagement of parents and children in care, providing further opportunities to get involved in other YMCA programs
- Adherence to all provincial and federal legislation relevant to job description

### PROGRAM:

- Understands and complies with all legislation, guidelines and policies that pertain to:
  - MEDU Day Nurseries Act Licensing
  - Department of Health and municipal by-laws and regulations
  - Board of Education Occupancy Standards
  - Employment Act Legislation
  - Ontario Legislation as applicable to the reporting of Abuse
  - YMCA Standards, Guidelines and Policies
- Understands and works with centre team to implement a safe, accessible, quality, child centered program in relation to:
  - YMCA Core Values
  - YMCA Playing to Learn, Extended Day and/or YMCA School Age Curriculum Standards
  - YMCA Child and Family Development Standards
  - Early Childhood Education Principles and Best Practices
  - Community Needs
  - Professional Standards
  - Research
- Assists in creating program plans and setting up centre environments that address each child's identified needs, stage of development and interests, assisting children to make developmental progress. Assists in communicating to parents and supervisor on children's developmental progress.
- Identifies and seeks support to act on opportunities for program enhancement
- Provides consistent supervision throughout the program day and sets up and cleans room to meet the needs of individual children, activities and programs.
- Notification of supervisor if unable to work or arrange for supply staff if required.
- Develops positive relationships and collaborative partnerships with families. Understands each family's specific needs and plans for successful outcomes
- Required to move program equipment both large and small and undertake cleaning duties

### ADMINISTRATION:

- Responsible for the administration of accurate daily health checks, attendance records and administration of medication as authorized.
- Assists in maintaining children's file information, ensuring file and emergency cards are up to date.
- Complete program plans, reports, documentations, daily logs, incident reports as required and follows up with supervisor and parents when appropriate
- Occasional use of computers for administrative support purposes (typing documentations, communication articles, newsletters)

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### Job Knowledge and Qualifications

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

- Secondary School Diploma
- Minimum of six months experience working with young children
- Current First Aid and CPR Level C Certification
- Current Immunization Record and Medical Note confirming fit to work in a Child Care
- Capacity to work within a team and be part of a large multi-service, charitable Association
- Flexibility regarding assigned working hours, particularly regarding split shifts
- Ability to establish rapport and demonstrate excellent written and verbal communication skills with children, families, staff, volunteers, community agencies, MEDU representatives, Health and Fire Departments
- Experience and sensitivity in dealing with all members of different cultural and racial backgrounds, including visible and invisible dimensions of diversity
- Child Protection orientation
- AODA training
- Health & Safety Awareness training
- Bill 168 (Violence & Harassment in the Workplace) training
- PCI Compliance
- Mandated training is required before or shortly after commencement of work
- Clear Police Reference Check and Vulnerable Sector Screening
- Must be able to work flexible hours based on client needs

### Core Competencies

- **Commitment to Organization Vision and Values:** Demonstrates and promotes a personal understanding of and appreciation for the mission, vision, strategic outcomes and values of the YMCA. Articulates the uniqueness and holistic nature of the YMCA philosophy, mission and vision. Seeks opportunities to fulfill the philosophy of the Association inside and outside of immediate job responsibilities.
- **Philanthropy:** Demonstrates an understanding and appreciation of the role of Philanthropy in achieving the YMCA's mission.
- **Volunteer Stewardship:** Understands the important role volunteers play in our Association. Contributes to a welcoming and supportive environment for all volunteers, and demonstrates appreciation for their commitment.
- **Communication:** Communicates in a thorough, clear and timely manner and supports information sharing and goal achievement across the association
- **Relationship Building and Collaboration:** Builds positive interactions both internally and externally to achieve work related goals.
- **Planning and organizing:** Establishes a clearly defined and effective course of action for self and others to accomplish short and long-term work goals.
- **Team Work:** Participates actively in a team for organizational effectiveness.

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- **Creativity and Innovation:** Develops new ways or adapts existing ideas to help us achieve desired results.
- **Flexibility and Adaptability:** Ability to readily modify the program and/or staff behaviour in order to satisfy the needs of the participants providing that safety requirements are met.
- **Quality Focus:** Meets, surpasses YMCA Canada and Association standards and practices.
- **Concern for Health and Safety:** Acknowledges and understands how to manage and educate others of risk and harm reduction.

### Relationships

**Reports to:** Supervisor or Coordinator

**Subordinate Staff:** None. May be required to supervise on duty volunteers, part time or full time staff in the absence of the supervisor or coordinator

**Internal contacts:** ECEs & Assistant ECEs

**External contacts:** Parents, suppliers, School Board staff

### Effect On End Result and Organization

- If MEDU /Day Nurseries Act guidelines are not maintained, child care license could be revoked
- Quality program and staff creates steady growth of enrollment thus increasing revenue which may result in increased membership
- Must maintain YMCA standards of quality to retain reputation in the community
- Must be aware of the indicators of abuse and be prepared to report it to the Child Care Centre Supervisor and CAS
- Inappropriate employee/participant practices could result in injury to child through improper supervision or safety check
- Neglect could lead to injuries, allergic/medication reactions, illness or misbehavior
- Children are happy, safe, and well-nourished leads to a positive reputation of YMCA Child Care
- If proper sanitation practices are not implemented, illness could spread throughout the child care center

### Physical Demands and Working Environment

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

- **Environment:** Busy child care center
- **Physical:** Standing for extended periods, most of a 7.5 hour shift, must be able to pick up and carry children up to 35lbs, bending, lifting, crouching, kneeling, sitting, assisting children with playing, hand washing, putting toys away, walking and running with children in the play ground