



Township of Champlain

Daycare Department Job Description

JOB TITLE: Assistant Teacher-ECE Resource Teacher

REPORTS TO DIRECTLY : Daycare Supervisor

SUBORDINATE POSITIONS: None

POSITION SUMMARY

Under the supervision of a Daycare Teacher, this position is responsible for assisting in providing a safe and developmentally appropriate daycare program in accordance with all relevant legislation, policies, and procedures for a child with autism.

RESPONSIBILITIES

1. Assists in planning and implementing stimulating development programs in an organized manner for children from eighteen months to twelve years of age and by following the doctor's and specialists' programs.
2. Assists in effectively supervising children in their activities and routines, guiding them in their physical, social and emotional growth.
3. Responsible for being aware of child's needs and planning to accommodate them.
4. Assists in providing activities, which are appropriate and flexible according to the program statement.
5. Assists in performing a visual inspection of child at arrival each day and reports any concerns to the Daycare Supervisor.
6. Interacts in a professional manner with support staff, volunteers, parents, and students in placement.
7. Attends meetings, workshops, etc.
8. Assists in working with children referred by Children's Aid Societies or the United Counties Integration Program as per our policies and procedures.

9. Report any suspicious case of abuse to the Daycare Supervisor.
10. Is aware of all policies and procedures and adheres to them.
11. Attends and completes any necessary training, as required.
12. Assists in administering medication as per any signed authorization from the parents and according to the rules of the Child Care and Early Years Act 2014 CCEYA.
13. Maintains a current knowledge of all relevant provincial statutes and regulations and all relevant by-laws dealing with daycare services and related topics.
14. During an emergency, declared or otherwise, staffing requirements can be critical. The employee will be available to work irregular hours performing normal tasks or others, as assigned.
15. Carries out any other related duties, as may be assigned by the Daycare Supervisor and/or Daycare Teacher.

REQUIRED SKILLS

1. ECE resource teacher diploma with concentration on autism spectrum disorder.
2. Minimum one (1) year experience in a working with children of daycare age, especially with autism.
3. Ability to work alone or as part of a team.
4. Good communications and interpersonal skills. Must be able to interact with children and other staff. Must be fluently bilingual.
5. Willingness to regularly update training and knowledge.
6. Valid First Aid/CPR and verification of medical suitability as specified in CCEYA.

WORKING CONDITIONS

1. Work in this field is continuous and requires concentration on the supervision, which can cause a certain level of stress for the employee.
2. General working conditions: In a group of children 3 years of age.
3. Work in an environment that can be hazardous to health by having direct contact with viruses and high noise levels.
4. Show physical stamina and be able to lift up to 25 kgs.
5. The hours of work for this position vary depending on the needs of the department but usually 8 hours per day.