

MAJOR RESPONSIBILITIES AND DUTIES:

1. Assist in the creation of a classroom environment conducive to learning and appropriate to the physical, social, and emotional development of students with an emphasis on language development and emergent literacy skills
2. Perform duties as planned under the leadership of the head teacher
3. Assist in the preparation of children to fully participate in program
4. Implement the curriculum that is planned by the head teacher
5. Interact with the children in a way which conveys respect and nurturing
6. Support the social and emotional development of children
7. Play with children; this will often mean getting down on the floor to interact with them
8. Provide activities and opportunities that encourage curiosity, exploration, and problem-solving appropriate to the development levels of the children
9. Assist in the selection of books, equipment and other instructional materials appropriate for the program
10. Maintain attendance records of children participating in the program
11. Attend to the personal hygiene of each child, including changing diapers or soiled clothing and washing hands
12. Maintain a safe environment based on safety standards set by the program
13. Help other staff in preparing meals for children as required
14. Assist in the cleaning and straightening of the rooms at the end of the day, as well as putting away any outside equipment
15. Work cooperatively and effectively as a team member by communicating and contributing information on a continuous basis
16. Assist in the development and facilitation of interactive parent and child literacy activities
17. Maintain open, friendly, and cooperative relationship with each child's family and encourage their involvement in the program
18. Continue professional development through attending workshops, conferences and other staff development
19. Demonstrate behavior that is professional, ethical, and responsible
20. Perform other duties and responsibilities as assigned by the daycare
21. Ability to communicate effectively (verbal and written); ability to maintain emotional control under stress
22. Ability to routinely lift children, move furniture in the classroom and sustain long hours of active work