

A. JOB IDENTIFICATION:

**TITLE: READY TO LEARN PROGRAM
EARLY CHILDHOOD PROGRAM ASSISTANT**

DEPARTMENT: SCHOOLS

IMMEDIATE SUPERVISOR: SCHOOL PRINCIPAL

B. JOB SUMMARY:

Encourage student's participation in the Ready to Learn Program and school activities. Work under the guidance of the Ready to Learn program lead, to supervise play-based educational programs that are consistent with the Board's early learning program/Kindergarten goals using ELECT principles.

C. DUTIES AND RESPONSIBILITIES:

- Supervise and respond to children's developmental needs and stages in all developmental domains;
- Support the curriculum to address children's identified needs, stages of development and interests;
- Supervise indoor and outdoor programs and environments for play and activities that help children make developmental progress;
- Assist students to learn and complete assigned activities and programmes;
- Must be able to supervise children in a classroom with a minimum of 16 children;
- Duties as assigned by the principal, which are consistent with the above job summary.

D. Qualifications:

- A combination of education and experience will be considered; Registration with the College of Early Childhood Educators is an asset.
- Experience with children with developmental delays and/or behavioural needs.
- Ability to lift and re-position.
- Specific skills, qualifications or experience may be required depending on the needs of the child.
- Current Standard First Aid and CPR certificate.
- Criminal Reference Check.

Incumbent Signature

Supervisor Signature