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Angus Valley Montessori School Educator Assistant Job Description

Job Requirements:

- Must have a minimum of one-year experience as an Early Childhood Education Assistant.
- Early Childhood Education Assistant diploma.
- Knowledge of the *Child Care and Early Years Act, 2014* is an asset.
- Must have a valid First Aid & CPR (including infant) Certificate.

Duties/Responsibilities:

The ideal candidate will be experienced in handling all Early Childhood Education Assistant duties including, but not limited to:

- Assist the Early Childhood Education (ECE) Teacher in planning and implementing the daily and weekly program plan.
- Working collaboratively with teachers and assistants to plan, develop and implement daily activities that support and promote the intellectual, emotional, and physical development of children.
- Assisting children in activities by reading stories, teaching songs, demonstrating the use of simple musical instruments and preparing craft materials.
- Assisting the ECE Teachers in observing, monitoring and assessing the pupil's progress while discussing progress or concerns related to children with the teacher.
- Establishing and maintaining collaborative relationships with various community partners.
- Maintaining a healthy physical, emotional and social environment conducive to learning.
- Maintaining and completing developmental checklists as required.
- Encouraging parental involvement through regular communications.
- Assisting teachers in supervising the students and ensuring ratios are met at all times.
- Accompanying the students on field trips.
- Maintaining classroom upkeep including the organization of materials, classroom visual displays, bulletin/announcement boards, etc.
- Helping children with washroom routines, dressing and lunchtime activities.
- Providing supervision and age-appropriate programming for groups of students enrolled in after or before school care programs.
- Ensure the safety and well-being of children at all times.
- Attending staff meetings, professional development activities, open houses, and parent-teacher interviews as required.
- Ensuring that all regulatory standards required by Federal, Provincial and Municipal governments are being met at all times.
- Other duties as required.

The Ideal Candidate Should Possess:

- Excellent organization and multitasking skills.
- Excellent relationship building skills with children.
- Excellent verbal and written communication skills, including active listening.
- Proficient in Microsoft Office, Outlook, and Internet.

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