

Job Description

Job Title:

Preschool Early Childhood
Assistant

Reports To:

Preschool Supervisor and Director

Job Purpose:

The Preschool Early Childhood Assistant will be responsible for supporting the Preschool Director and Supervisor in the operation of Harbour Preschool. They will assist the classroom Early Childhood Educator and/or other staff with caring for children, implementing the program plan and activities, cleaning and carrying out quality early childhood education in a Christ centered environment.

Education & Experience:**Experience**

Experience working with preschool aged children (18 months - 5 years).

1 year preferred

Spiritual Profile and Qualifications:

- Demonstrate a Christian lifestyle that reflects the qualifications of a Deacon found in 1 Timothy 3 and Titus 1
- Able to enthusiastically embrace the Vision, Mission, Values and Philosophy of Ministry of Harbour Fellowship Church
- Able to fully agree with the doctrinal statement of Harbour and be able to minister within the Fellowship of Evangelical Baptist Churches of Canada (FEB)
- Spiritual gifts should include teaching and administration

Responsibilities:

Childcare

- Foster an environment that ensures children's safety, health and well-being and allows for optimal learning and development
- Work with classroom Early Childhood Educator and other staff to implement daily/weekly program plans and activities
- Understands and Implements Harbour Preschool's Program Statement
- Assists children with daily routines (such as but not limited to: diapering/toileting, handwashing, sleep/rest time, snacks and lunch, outdoor play, dressing)
- Assist with classroom documentation (ie. attendance, daily written record, cleaning checklist, sleep charts etc.)
- Promote environment that is Christ Centered
- Ability to manage personal information in a strictly confidential manner
- Able to operate within performance and ethical standards as set by Harbour, the Ministry of Education, and the College of Early Childhood Educators

Policies

- Completes training of all policy for Harbour Preschool and stays up to date on policy amendments
- Follows and implements all policies and regulations in accordance with Harbour Preschool, Ministry of Education, and Niagara Region Public Health

Communication

- Maintains open and regular communication with Preschool Director, Supervisor and staff
- Communicates with children and families in a positive and effective manner
- Promotes a welcoming and inclusive environment for families and staff

Cleaning

- Assists in cleaning of Harbour Preschool environment to meet Ministry of Education and Public Health Requirements

Other

- Performs any administrative duties required (ie. photocopying, filing, emails, phone calls, prep work)
- Plays an active role in advertising and marketing preschool

Working Conditions:

- Establishes and maintains a positive and collaborative work environment for all staff

Required Training & Documentation:

- Valid Standard First Aid/CPR Level C Certification
- Current Vulnerable Sector Check (from within the past 6 months)
- Immunizations in accordance with Niagara Region (or exemption forms and Ministry Director approval)
- Child Care Health Assessment (form for your medical Dr. to fill out)
- Ontario approved Food Handler Certification Course (Preschool Director will determine if required)