

Job Description

Job Title:	Preschool Teaching Assistant
Department:	Psychology - ECEC
Reports To:	Director ECEC & Administrative Officer of Psychology
Jobs Reporting:	None
Salary Grade:	USG 6
Effective Date:	September 2021

Primary Purpose

The Teaching Assistant is responsible for assisting the Preschool Teachers in providing a quality, developmentally appropriate program to children 2.5 to 5 years of age and to support research activity. The Teaching Assistant is responsible for supporting the children's program alongside the Preschool Teachers.

Key Accountabilities

Providing developmentally appropriate programs for young children that reflect the goals and philosophy of the ECEC

- Assisting in preparing and maintaining the learning environment
- Assisting in the planning, preparing, presenting and evaluating of learning experiences for children
- Supervising and caring for children with a daily awareness of health and safety issues
- Supporting individual children as needed (special needs, separation anxiety, etc.)
- Assist teachers by preparing documentation of children's learning using various methods and tools
- Provide teachers with input concerning individual children's progress and assist in gathering examples of children's work

Welcoming and supporting parents

- Greeting parents and helping them feel comfortable in our setting
- Providing parents with ongoing informal information about the program, community resources and individual children
- Participating in parent events

ECEC Team Work

- Facilitating the work of researchers and participating in research as required
- Supporting students on placement or volunteering in the ECEC
- Substituting for an absent Preschool Teacher
- Acting as Designate Director when assigned
- Assisting at ECEC special events such as field trips and community functions
- Participating actively as a team member at staff meetings, collaborative reflection sessions, in generating and exchanging ideas, in goal setting and in sharing the responsibility for all the children enrolled
- Assist in carrying out the shared team tasks (weekly sanitizing, room set up, end of day clean up, laundry, playdough making, etc.)
- Provide input to the ongoing evaluation of the program and annual goal setting
- Assist with work to further the ECEC annual goals
- Provide information to outside agencies about individual children when required
- Carrying out individual project tasks as assigned (Sanitizer mixing, book library updates)

Job Description



Ongoing professional learning

- Participating in ECEC staff professional development opportunities, reflective practice sessions and book studies

**All employees of the University are expected to follow University and departmental health and safety policy, procedures and work practices at all times. Employees are also responsible for the completion of all health and safety training, as assigned. Employees with staff supervision and/or management responsibilities will ensure that assigned staff abide by the above, and actively identify, assess and correct health and safety hazards, as required.*

Required Qualifications

Education

- Early Childhood Education Diploma as a minimum requirement. Preferred to have a Degree in Early Childhood Education OR Bachelor of Arts in Psychology or Child Studies or a related field AND an Early Childhood Education Diploma

Experience

- Experience working in a play based, emergent curriculum setting with a preschool age population. Familiar with the Ministry of Education document How Does Learning Happen? Knowledge of the Child Care and Early Years Act 2014 (CCEYA) and the ability to meet the specifications of this Act.

Knowledge/Skills/Abilities

- Must be a Registered Early Childhood Educator with the College of ECE of Ontario; Holder of a current Standard First Aid Certificate and Infant/Child/Adult CPR certificate; Holder of a valid Safe Food Handler certificate.

Nature and Scope

- **Contacts:** This position requires communication with a wide range of internal and external contacts. Well-developed interpersonal skills including diplomacy, confidentiality and good judgement as well as the ability to tailor your message to your audience from children through to adults.
- **Level of Responsibility:** This position performs specialized work with minimal supervision. The role requires the incumbent to provide functional guidance and direction to students, volunteers and casual supply teachers.
- **Decision-Making Authority:** The Preschool Teaching Assistant performs specialized tasks under the general direction of the ECEC Director that follow the ECEC Policies. Routine tasks are performed with relative autonomy.
- **Physical and Sensory Demands:** The incumbent must be able to perform in a fast-paced and varied environment that includes distractions and interruptions. When the incumbent is in program with children they must be able to get down to the children's level by bending, kneeling and sitting on the floor. At times the incumbent will be required to bend/stretch, lift and carry objects such as young children, blocks and program supplies. The noise level can be elevated in the classroom with children and activities.
- **Working Environment:** The work will mostly be carried out in the children's program space which requires the incumbent to adapt to child sized furniture and the outdoor weather on the playground in all seasons. There is some exposure to disagreeable situations/conditions when a child is ill or has a washroom accident. Some evening and weekend work is required for ongoing professional development and ECEC family and community events. Due to the school year format of the ECEC children's program, vacation must be scheduled around the children's program sessions and coordinated with the ECEC Director.