



POSTING (ID #102): EDUCATIONAL ASSISTANT

DEPARTMENT:

Before-and-After School

STATUS:

Full-Time (25-30 hours/week)

Part-Time (15-20 hours/week)

LOCATION:

Vaughan, Ontario

NUMBER OF POSITIONS:

10-12

SALARY:

\$21.00/hour (initial)

POSITION PURPOSE:

Reporting to the Site Supervisor, the Educational Assistant is responsible for working alongside the Resource Consultant in a before-and-after school program setting. Moreover, the Educational Assistant is responsible for promoting the development, participation, and inclusion of children with diverse needs through planning, developing, and implementing support plans for kindergarten and school age children in a licensed childcare setting.

MAJOR RESPONSIBILITIES:

- Overseeing the day-to-day delivery of the classroom program, alongside the classroom educators
- Assisting the classroom educators and Resource Consultant in the planning, development, and implementation of the child's Individualized Support Plan (I.S.P.) and Individual Education Plan (I.E.P.)
- Delivering interventions or strategies as set out in the I.S.P. and/or I.E.P.
- Assisting in the preparation of materials and monitoring of programs
- Supervising and assisting individuals or groups of children during classroom activities, outdoor play, meals, gym play, excursions, bus and/or taxi arrivals and departures, and other situations as required
- Assisting children with personal and medical care in accordance with current policies and procedures, which may include administration of medication, feeding, dressing, toileting, hygiene, lifting and positioning, and assistance with mobility
- Working as an active member of the team to ensure the safety and success of all children

- Assisting the classroom educators in dealing with behavioural needs of the child
- Assisting with on-going assessments of programs and writing daily anecdotal reports and records (i.e. Daily Communication Report), as required
- Attending professional development workshops/training as required
- Abiding by Fun on the Run's program statement, along with all established policies and procedures
- Maintaining all personal information related to the Centre, families, children, and team members, ensuring that they remain confidential at all times
- Reporting to the Site Supervisor to resolve any concerns regarding a child, family, or team member
- Treating all children, families, team members, and all members of the school community with dignity and respect
- Remembering that the needs of all children and families always come first; supervision of the children at all times is of the utmost importance in an effort to ensure safety and awareness
- Working co-operatively and professionally with other team members; the concept of teamwork must be integrated on a daily basis within your practice
- Honoring your duty to report to Children's Aid Society (C.A.S.) if you suspect and/or witness child abuse
- Establishing positive daily communication with the parents/caregivers, as well as acknowledging each child when they arrive and when they leave the program
- Performing duties that support children as required throughout the entire duration of the program
- Attendance of all mandatory team member meetings

QUALIFICATIONS:

- First Aid and CPR Level C certification
- Satisfactory Police Vulnerable Sector Check
- Immunization and Health Assessment (Negative TB Test)
- Valid Ontario Class "G" Driver's License or reliable means of transportation
- Minimum one (1) year experience working with young children with special needs in a school or in a licensed childcare setting
- Knowledge and demonstrated ability in child development, communication, and collaboration
- Training in de-escalation strategies (including CPI certification, where required), lifting and positioning techniques
- Proficient verbal and written communication and interpersonal skills

HOW TO APPLY:

All applicants should submit a resume and cover letter to indeed.funontherun@hotmail.com. We thank all applicants for their interest in Fun on the Run; however, only those selected for an interview will be contacted via email.