



EARLY CHILDHOOD ASSISTANT (ECA)

HOURS OF OPERATION:

Before and After School Programs (Split Shift):

- 7:00am to 9:00am (Before School)
- 2:00pm/3:00pm to 6:30pm* (After School Program – hours vary per school location*)

Child Care Centre (Full Day):

- 7:00am to 6:00pm

QUALIFICATIONS:

As a Fun on the Run team member, you will need to provide the following documents:

- A current Vulnerable Sector Screening (within 6 months)
- A clear and detailed medical record with an up-to-date immunization record, including a 2 Step Tuberculosis (TB) test
- A valid Standard First Aid and CPR Level C certification
- A copy of completion of the Worker Health and Safety Awareness online certification
- A valid Food Handlers certification

ROLES AND RESPONSIBILITIES:

*As an **Early Childhood Assistant** with Fun on the Run, the Employee is required to fulfill the following duties on a daily basis. Please note that the full list of duties and responsibilities is **NOT LIMITED** to the items listed below:*

- Oversee the day-to-day delivery of the classroom program, alongside the Early Childhood Educator and Educational Assistant
- Implement a program that encompasses child-directed and open-ended learning opportunities
- Prepare and serve morning breakfast and afternoon snack on a daily basis
- Maintain daily records of children's attendance, injuries, and activities, as well as document in the provided communication log throughout the morning and afternoon program
- Organize and replenish classroom materials as required and maintain trolley cleanliness
- Abide by Fun on the Run's program statement, along with all established policies and procedures
- Maintain all personal information related to the Centre, families, children, and team members, ensuring that they remain confidential at all times
- Report to the Site Supervisor to resolve any concerns regarding a child, family, or team member
- Treat all children, families, team members, and all members of the school community with dignity and respect
- Remember 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
- Work co-operatively and professionally with other team members; the concept of teamwork must be integrated on a daily basis within your practice
- Keep the classroom organized and clean on a daily basis. It is crucial to report to the Site Supervisor if there are any safety concerns in the classroom or outside

- Honor your duty to report to Children's Aid Society (C.A.S.) if you suspect and/or witness child abuse
- Establish positive daily communication with the parents/caregivers, as well as acknowledge each child when they arrive and when they leave the program
- Attend all mandatory team member meetings
- Display pedagogical documentation throughout the classroom to showcase the children's diverse interests, skills and abilities (make each child's learning visible)
- Follow and abide by the behaviour management, anti-racism, and child abuse policies enforced by Fun on the Run
- Supervise placement students volunteering at Fun on the Run, as well as evaluate their progress with the proper tools provided by their educational institution