

PRIMARY CARE TEACHING ASSISTANT

St. Andrew's Co-op Playschool is a family/community-centered early learning environment, which has been serving the Markham community for over 45 years. St. Andrew's offers a morning program, five days per week, for children aged 18 months-4 years from September to June. During the school year, St. Andrew's follows the YRDSB holiday schedule. We are currently looking for a Primary Care Teaching Assistant.

As a co-op, St. Andrew's relies heavily on parent participation and is looking for a potential candidate that would welcome parent input and a strong relationship with participating families. Our model of early childhood education utilizes a child-centered, emergent curriculum with an emphasis on creativity, collaboration, critical thinking and conflict resolution in a play-based and inclusive learning environment.

SUMMARY OF THE POSITION

The Teaching Assistant must have a high degree of emotional and physical stamina, a high level of empathy, maturity, patience, objectivity and have the capacity to form meaningful relationships with children and their families, staff and volunteers.

- Permanent position: 21 hours/week
- Starting date: August 2017
- Compensation: commensurate with experience

RESPONSIBILITIES

- Assist with children during classroom activities or any other aspect of classroom program, outings, or field trips, as directed by the teaching staff.
- Prepare for and assist in snack time for both classes according to monthly snack schedule or Supervisor's instructions. Ensure snack is cleaned up, and kitchen is clean and organized.
- Take children to the washroom or change diapers and assist with handwashing, as needed.
- Ensure all areas and materials are clean and ready for the next day
- Record items that need to be replenished for kitchen, washrooms and cleaning supplies.
- Guide children's behaviour to promote autonomy and positive self-concept
- Liaise with parents on an ongoing basis
- Encourage and support active family involvement
- Contribute to the on-going operation of St. Andrew's Playschool
- Attend meetings and functions as required
- Maintain all health, safety and behaviour management procedures as set out in the parent handbook, CCEYA, and by the public health department.

QUALIFICATIONS

- Excellent English language communication skills, both verbal and written
- Clear Vulnerable Sector Police Reference Check
- Working knowledge of the Child Care Early Years Act
- Current Health Certificate & Immunization Record
- 16-hour Standard First Aid & Infant/Child CPR certification (WSIB approved)
- Experience in a parent participation (co-op) child care setting is considered an asset.

SKILLS

- Ability to use frequent light to medium physical effort (for purposes of set-up/take-down as school is run out of a community church)
- Knowledge of required licensed child care policies and procedures
- Well-developed interpersonal, and relationship building skills
- Ability to establish rapport and communication with parents, staff and volunteers
- Ability to be flexible, show initiative and work independently

As a successful candidate you will be a creative, hard-working team player with a positive, dedicated, energetic, caring and professional attitude.

Interested applicants are invited to submit a cover letter and resume with subject line: TEACHING ASSISTANT to standrewscoop@hotmail.com by **July 28, 2017**. Only those selected for an interview will be contacted.