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After School Care Program Eileen Madson Primary/Edgewater Elementary

JOB DESCRIPTION – Casual

Qualifications:

- Must have Responsible Adult course through East Kootenay Employment (free) or hold a valid early childhood certificate, be currently taking courses for ECE or hold an ECE-Assistant certificate.
- Hold a valid first aid certificate.
- Complete a criminal record check.

Job summary:

Work with a team to provide a quality after school care and education program for young children in a group setting under the direction of the Manager of the WVCCS After School program. When Manager is away, step in as acting Manger and assume responsibilities.

Job duties:

- * Provide a daily balance of active and calming activities indoors and out doors, with both individual and group activities.
- * Plan and carry out a consistent daily schedule of activities and experiences.
- * Establish and carry out a daily schedule that incorporates child-directed activity, care routines, and transition times.
- * Work with Manager to organize space and materials before activities.
- * Assist children in expressing themselves by listening and responding with questions or comments that extend their conversation.
- * Use a variety of teaching techniques including modeling, observing, demonstrating and reinforcing.
- * Encourage and assist children to practise self help skills daily.
- * Provide and carry out experiences that foster an understanding of a variety of cultures and value systems.
- * Provide opportunities for child-directed play experiences.
- * Plan and carry out activities that encourage problem solving and team work.
- * Provide experiences and play materials that actively promote Anti-racist and non sexist's interactions and attitudes.
- * Participate in short- and long-term planning evaluations and annual staff program review.

Individualize the curriculum

*This program is for children Kindergarten – Grade 3 who have been in school all day. Individualize the program and plan activities from observations of the children in your care. Create opportunities that use materials to expand play and encourage individual differences, such as (sports opportunities, outdoor adventures, games, team building, individual activities, art, etc.)

Ensure guidance of children's behaviour that encourages positive self-concept

- * Set reasonable behaviour expectations consistent with centre's philosophy and policies.
- * Provide positive guidelines such as redirecting, positive language, and Positive reinforcement.
- *Immediately address problem behaviour without labelling the child.
- *Follow behaviour guidance policies established by the centre and consistent with accepted practise in the field.

Ensure the child's environment is healthy and safe.

- *Follow the centre's procedures for maintaining health records and administering medication and first aide.
- *Report all accidents, injuries and illnesses to the Manager and record such incidents in the daily log book and fill in incident report if it is a reportable incident.
- *Monitor the environment on a daily bases for hazards.
- * Familiarize yourself daily with children's information. (i.e., allergies, court orders, etc.)
- * Report all suspected incidents of child abuse/ neglect to Manager and follow centres policies and report to Ministry of Children and Families.
- * Release children only to authorized person who is deemed fit.

Ensure positive communication with parents

- * Discuss program's daily events with parents.
- * Accommodate parent's instructions for daily care routines when possible.
- *Treat each child/family with respect. Understanding that each family come from unique circumstances that staff are not always aware of.
- * Plan for parent conferences if necessary.

Contribute to the ongoing operation of the centre.

- *Follow licensing regulations.
- *Attend staff meetings.
- * Maintain confidentiality of all information related to the centre's children, their parents, and staff.
- * Participate in the annual performance review process.
- * Plan to attend at least one conference workshop per year.
- * Keep up to date with early childhood information.

Daily work load

- * Follow schedules established to do your share of the work.
- * **Ensure** that cleaning, organizing, etc is completed prior to leaving.
- * Familiarize yourself with booking policies and sign in books.
- * Learn how to do tallies at end of day encase Manager is absent for a day.
- * Report any problems to the manager; if not available, contact coordinator.

Professional manner

- * We will appear professional both in our communication with parents, children and our attitude towards other staff.
- *Our appearance will look professional, (clothes will be clean and fresh, not to tight or low cut and always cover our bodies in an appropriate manner).
- * We will come to work prepared for the day. Be flexible.

WVCCS After School Care Program EMP/EES
Assistant Manager Responsibilities – If Manager is absent

ASSISTANT MANAGER JOB DISCRPTION

- 1) Take on all responsibilities and duties of manager when absent.
 - a) Monitor children's schedules.
 - b) Upkeep staff schedules, keep track of # and bring in extra staff as required. Provide weekly schedules.
 - c) Collect monies and record /do deposit if necessary.
 - d) Monitor cheques and sign.
 - e) Ensure bookwork is kept up to date in the event of a long absence.
 - f) Deal with any situations that arise regarding parents.
 - g) Deal with any situations that arise regarding children.
 - h) Support staff and take charge if they are having any trouble.
 - i) Keep in close contact with bookkeeper so centre remains running smoothly.
 - j) Attend executive meetings if any should be scheduled during manager's absence.
 - k) Be available and willing to stay over hours if the need should arise. (i.e., situation with child/parent or understaffed)
- 2) Be responsible for keeping manager abreast of all situations if something should arise when she is either busy or absent.
- 3) Help monitor children's schedules checking to make sure they are accurate so as to help eliminate problems with bills.
- 3) Generally, oversee all aspects of the After School program.
- 4) Monitor and supervise daycare staff and report any concerns.
- 5) Meet with parents as needed if they have any questions.
- 6) Monitor safety hazards, put in work order with Emp administrative assistant if necessary, and supply needs in daycare.
- 7) Monitor and keep school grounds tidy at all times.

Please use the contact information on the letterhead above if you have questions or would like to submit an application for any of these positions.