

THE PEAR TREE PRESCHOOL

JOB DESCRIPTION – EARLY CHILDHOOD ASSISTANT

Title: Early Childhood Assistant; ECA

Reports to: Lead ECE/ Asst Supervisor or Centre Supervisor

Job Summary:

The ECA collaborates closely with all other members of the program team to provide nurturing care and education to young children in a group setting, under the supervision of the Campus Supervisor; in accordance with the goals and curriculum plans of the centre and the philosophy and policies of the agency and in compliance with the CCEYA, Child Care & Early Years Act.

Principle Duties & Responsibilities:

- Responsible for the constant supervision, safety and well being of the children
- Recognizes and responds to the needs of each child by using developmentally appropriate teaching and child behaviour management techniques
- Shares in the responsibility for planning, preparing and implementing stimulating, age-appropriate activities that encourage children's creativity and learning and promote each child's social, emotional, cognitive and physical development
- Participates fully and consistently as a conscientious team member in caring for the children and in the overall operation of the program and centre; maintains regular and open communication with program team members and all other co-workers
- Establishes and maintains regular communication with parents
- Ensures the program operates at all times in compliance with all child care licensing standards
- Must know and implement: Centre routines and practices; CCEYA regulations; the HKPR Health Department guidelines.
- Observes and records relevant information on each child's progress as required/as per Centre practices
- Attends and participates actively in all program/centre, parental or other meetings as required
- Shares responsibility for maintaining program equipment in good repair; assists with toy/equipment disinfecting
- Shares responsibility for maintaining the play environments and storage areas in an organized and clutter-free condition
- Assists in the coordination and execution of regular fire drills and other emergency procedures
- Engages in positive collaboration with the other programs and early childhood educators of the centre in coordinating the effective use of equipment, facilities and personnel
- Participates in ongoing professional development and attends/maintains all mandatory training
- Participates in the supervision, training and mentoring of students and supply teachers
- Participates in maintaining a safe and healthy work environment by promptly reporting any existing and/or potential workplace hazards
- Performs other duties as may be assigned from time to time by the Campus Supervisor or her/his designate

Qualifications:

Minimum:

- 2-5 years working with children in a licensed daycare setting
- Valid Standard First Aid and Level "C" CPR.
- Negative vulnerable sector police check.