

THE PEAR TREE PRESCHOOL

JOB DESCRIPTION

SUPPLY STAFF

REPORTS TO: CENTRE SUPERVISOR/ASSISTANT SUPERVISOR

Job Summary:

The supply staff reports directly to the Campus Supervisor or Designate. The supply staff works closely with all members of the program team and assists and guides children throughout their day. He/she must have the ability to work a flexible schedule and hours of work may vary depending on the needs of the centre.

Principal Duties & Responsibilities:

- Provide direct supervision of children and program delivery
- Guide and assist children in the development of proper eating, dressing, toilet habits, etc.
- Establish and maintain collaborative relationships with co-workers
- Engage children in activities such as reading stories, singing songs, etc.
- Must know and implement: Centre routines and practices; Child Care and Early Years Act regulations; Northumberland County Operating Criteria; the HKPR Health Department guidelines
- Performs other duties as may be assigned from time to time by the Campus Supervisor or her/his designate

Minimum Qualifications:

- Clear Vulnerable Sector Check
- Experience working with children
- Current Standard First Aid and CPR (Level C) Certification
- 2 step TB test