



## **JOB DESCRIPTION: SUPPORT STAFF/T. ASSISTANT**

A Support Staff person in DISCOVERY TREE AND ARISTA SCHOOLS programs must be of good character and equipped by education, training and/or experience for working in an infant/toddler, pre-school, or elementary program. The Support Staff must be a sensitive and mature individual who is able to relate well to both children and adults; one who has the capacity to enjoy children. The individual must have the physical, mental, and intellectual capacity to fully teach, supervise, and care for children. Direct Supervisor(s) – Lead Teacher & Program Director

### **QUALIFICATIONS**

- A Support Teacher must be 18 years of age or older
- Dept. of Justice fingerprint clearance
- Must have current physical, clear TB test
- Possess current CPR & First Aid training
- Completion or concurrent enrolment in 12 semester units including classes in:
  - Child Development
  - Introduction to Child Development
  - Child, Family, and the Community
  - Infant/Toddler units (if applicable)
- Ability to relate well with children
- Sensitivity to children's individual needs. The ability to maintain an orderly environment
- Ability to supervise activities (group and individual) conducive to the growth and development of children
- Evidence of sufficient judgement to handle crisis situations
  
- Physical: Employee will be required daily to sit, walk, speak, hear and see (vision abilities include close and colour vision. Employee is frequently required to use hand/finger dexterity, handle, feel, and reach with hands and arms and must be able to reach all files in office for 25% of the day. Employee is regularly required to lift to 10 lbs. - 35 lbs. Employee is regularly required to stand, walk, and drive to all sites and meeting locations.

### **DUTIES**

- SUPPORT TEACHERS are available for Teacher back-up, to give a hand or fill in as needed.
- Available and flexible to substitute for shift coverage.
- Plans with Teachers or P. Director and implements a program of activities conducive to the growth and development of young children and in accordance with the philosophy of DISCOVERY TREE AND ARISTA SCHOOLS.
- Submits to supervisor activity plans (a.m. greeting, p.m. closing, and 12:45 lunch activities) two weeks prior to implementation.
- Conducts 'Circle time' as per schedule or assists in circle support.
- Provides a stimulating, effective, orderly environment where children feel secure.
- Aide children who temporarily lose physical and/or emotional control.
- Assist children with self-help skills.
- Maintains neat and organised rooms; takes responsibility for upkeep of supplies, materials, and equipment in order to make them effective for children.
- Provides for preparation of materials required to implement the daily activity plan.
- Works with Director to check and maintain hourly head counts/ ratios.
- Covers staff members on scheduled breaks or doing side-work.
- Covers scheduled diaper checks and toilet learning, charting children's as well as notes to parents regarding diapering needs.

