

**TOWN OF CARLETON PLACE  
JOB DESCRIPTION**

Date: March 2018  
Title: Childcare Assistant  
Reports To: Supervisor or Teacher/Supervisor

**Position Summary:**

The Childcare Assistant works under the direction of the RECE Teacher or Teacher/Supervisor in the classroom and other areas of the program. The Assistant follows directions and completes all required duties associated with the classroom, housekeeping and some basic kitchen/laundry requirements.

**Duties:**

1. The Assistant will follow the daily routine as per centre schedule and assist with the children making sure all requirements are being met (re: behaviour management, sanitary practices, food handling methods, etc.).
2. The Assistant will complete all necessary housekeeping duties on a daily basis to keep up with centre requirements (doing dishes, laundry, stocking shelves of supplies, filling disinfectant bottles, soap and paper dispensers, etc.) as directed by supervisory staff.
3. The Assistant will make sure the various areas of the childcare are kept in a clean and satisfactory manner at all times during the day.
4. The Assistant will work with other childcare staff to ensure toys are regularly being disinfected and returned to the place they belong for storage purposes.
5. The Assistant will work with other staff to ensure proper supervision of children on a day to day basis.
6. The Assistant will assist in planning activities, setting up spaces, and the required cleanup of space and activities, and
7. The Assistant will follow instructions of the supervisor or person in charge at the time and be available to do other tasks as required.
8. Develop and create a learning environment that reflects and support pedagogy and curriculum program development in early years.

The above generally describes the duties involved with the position. However, municipal work is varied in nature, employees will be required to perform duties in addition to the above from time to time.

The Town of Carleton Place believes that all accidents can be prevented. While performing the above duties, employees shall make safety an integral part of every task and job. Employees shall be familiar with the Town's Safety Policy and understand their:

- Right to Participate;
- & Right to Know;
- & Right to Refuse Unsafe Work;
- & Right to Stop Dangerous Work.

All employees must follow the Town's Health and Safety Policy and comply with the Occupational Health and Safety Act.

**Working Conditions:** The position will be scheduled to work irregular shifts, starting as early as 6:15 A.M. and working as late as 6:00 P.M.

**Physical Demands:** The position requires the individual to be able to lift up to 45 pounds, able to bend, pivot and reach above shoulder height as well as sit on the floor or on smaller sized chairs; able to lift active children in a safe manner if required; and able to work the majority of the day on your feet depending on the level of activity in the day and the schedule.

**Environmental Conditions:** The environment may be busy, noisy. The position requires the individual to work in a hot or cold outdoor environment.

**Sensory Demands:** The position requires comfortable clothing with proper footwear and in accordance with temperatures outside.

**Mental Demands:** The individual must be able to work at a quick pace, be able to concentrate and follow multiple directions at once and change direction on task if and when required. High level of concentration and observation required with children from start of shift through til the end of the day.

N.B. Must be able to read and comprehend instructions about medical issues (allergies and administration of medicine etc.), court documents, and assessments of children and the environment.

Position Requirements:

1. Ontario Secondary School Graduation Diploma – Grade 12
2. Currently enrolled in the ECE program is an asset
3. Previous child care experience is an asset
4. Participate in a minimum of 4 hours of professional development per year
5. Vulnerable Sector Criminal Reference Check (valid to 6 months of employment)
6. Valid First Aid/CPR/AED certificate
7. Valid Anaphylaxis training, an asset.

---

Department Head

---

Employee

---

C.A.O.