

**UNITED NATIVE FRIENDSHIP CENTRE
JOB DESCRIPTION**

- A. **POSITION:** *ABORIGINAL HEAD START CLASSROOM ASSISTANT*
- B. **IMMEDIATE SUPERVISOR:** *ABORIGINAL HEAD START TEACHER*
- C. **SUPERVISION:** Employed by the United Native Friendship Centre, responsible to the policies and directions as determined by the UNFC Board of Directors and under the direct daily supervision of the Aboriginal Head Start Teacher who directly reports to the Aboriginal Head Start Coordinator.
- D. **ROLES:** To assist with the development of a high quality, culturally relevant programming to meet the individual needs of each child.
- E. **QUALIFICATIONS:**
- Must hold certification in the field of Early Childhood Education.
 - Must enjoy working with young children, be sensitive to the needs of the children and their families
 - Must be willing to learn the AHS program goals and objectives
 - Be willing to fulfill the responsibilities set out by the classroom teacher and/or coordinator
 - Must be familiar with the Child Care and Early Years Act
 - Must submit a Vulnerable Sector criminal reference check
- F. **RESPONSIBILITIES:** the classroom assistant responsibilities will include but are not limited to:
- Assist with the implementation of programming and educational learning activities
 - Work as a team member to understand the children's needs
 - Provide for the welfare and safety of the children during on and off-site activities
 - Ensure daily recording of attendance and makes note of any special needs
 - Observe the behavior of the children and identifies any special needs or concerns to discuss with the head teacher
 - Assist in keeping and filing accurate records for the children, when needed
 - Organize and supervises childrens' activities
 - Keep the playroom, outdoor play area, and equipment area clean, safe orderly and attractive throughout the day
 - Participate as a team member in daily operations
 - Follow the program policies and procedures and is familiar with the daycare nurseries act
 - Other related duties as assigned