

**UNITED NATIVE FRIENDSHIP CENTRE
JOB DESCRIPTION**

Position Title: Aboriginal Headstart Classroom Assistant	Date Approved:
Team: Early Learning Programs	Date Revised: July 31, 2018

IMMEDIATE SUPERVISOR: Aboriginal Headstart Teacher

SUPERVISION: Employed by the United Native Friendship Centre, responsible to the policies and directions as determined by the Board of Directors of the United Native Friendship Centre and under the direct daily supervision of the Headstart Teacher who directly reports to the Early Learning Programs Lead.

PURPOSE OF POSITION: To assist in meeting the goals and objectives of the Zaagi-idiwin Headstart Program and supporting a high quality, culturally relevant program to meet the needs of each child.

QUALIFICATIONS:

- Diploma in Early Childhood Education
- Registered with the College of Early Childhood Educators
- Knowledge of the Aboriginal Headstart program goals and objectives
- Must have knowledge of the Childcare and Early Years Act, 2014
- Must have First Aid/CPR certification
- Knowledge of our Indigenous community and willingness to learn the culture and practices
- Ability to work well with children, parents, families and coworkers
- Ability to fulfill the responsibilities set out by the program
- Must have relevant immunizations up-to-date
- Provide a satisfactory vulnerable sector criminal reference check.

KEY 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 children's 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 Childcare and Early Years Act, 2014
- Maintain confidentiality of all information related to clients
- Work as a team member and supporting coworkers
- Report any parental concerns to the Head Teacher
- Other related duties as assigned.

EVALUATION: The position will be evaluated after completion of a six-month period and on an annual basis thereafter. It will be based on the UNFC Standards of Performance and ability to complete the responsibilities and purpose of the position.