

Child Development Assistants (Level 1's)

JOB DESCRIPTION MANUAL

TITLE: CHILD DEVELOPMENT ASSISTANT (LEVEL 1)

QUALIFICATIONS:

1. Government of Alberta Childhood Development Assistant Certification (for more information, please visit: <http://www.child.alberta.ca/home/1158.cfm>)
2. CPR & Childcare First Aid
3. Criminal Record Check with Vulnerable Sector Check (not dated more than 6 months)
4. Child Intervention Check
5. Level 1 Alberta Childcare Certification
6. Flight Curriculum Certification

POSITIONS AVAILABLE for: F/T, P/T employment.

SKILLS REQUIRED:

1. Program planning and implementation
2. Excellent oral and written skills
3. Sound knowledge of child development
4. Ability to work in a confidential environment
5. Excellent team player
6. Ability to relate well to children, parents, colleagues and community

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7. Compassion and humor
8. Demonstrated ability to supervise children

PRIMARY PURPOSE OF THE POSITION:

The individual in this position will plan and implement childcare programs according to the philosophy of the childcare centre, standards of Alberta Provincial regulations, accreditation standards and other policies, acts or regulations that may be applicable. In addition to planning and implementing teacher and child-centered activities, the individual will fulfill regular childcare, teaching and housekeeping duties.

REPORTS TO: Panda Cub House Owner and Director

PERFORMANCE RESPONSIBILITIES:

Program:

1. Ensure safety and welfare of each child.
2. Plan and implement a suitable program to ensure good quality child care and to meet the needs of all children, utilizing clear and concise routines, rules and limits.
3. Create, plan and prepare developmental appropriate interesting and imaginative activities for the needs of each individual child as well as for the needs of the group.
4. Perform and be responsible for housekeeping tasks and all duties outlined in the daily shift requirements.

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5. Ensure the safety and maintenance of the equipment and toys at all times.
6. Maintain close communication with the Program Director on the development and progress of each child, and all issues regarding the PANDA CUB HOUSE CHILDCARE CENTRE.
7. Create and maintain a developmentally-appropriate learning environment for children birth to 6 years.
8. Ensure appropriate facility cleanliness at all times.
9. Plan for and assist casual staff if necessary.
10. Responsible for opening and closing of the centre.
11. Act as an ambassador for PANDA CUB HOUSE at all times.
12. Employees at every level, including management, are responsible and accountable for the Panda Cub House's overall safety initiatives. Complete and active participation by everyone, everyday, in every job is necessary for the safety excellence the PANDA CUB HOUSE expects.

Staff:

1. Communicate and interact positively and appropriately as a team member with colleagues and supervisors.
2. Constantly update professional development through books, materials, and resources available.
3. Promote and maintain harmonious relationships between childcare personnel.

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Administrative:

1. Attend and participate in all staff meetings, recommended training programs, conferences and meetings.
2. Monitor facilities and equipment on a regular basis so as to ensure standards are met.
3. To become familiar with and carry out duties and responsibilities in accordance with the Health & Safety Manual approved by PANDA CUB HOUSE along with Occupational Health & Safety regulations.

Parents & Community:

1. Initiate, establish and maintain a continuing positive and supportive relationship with parents.
2. Maintain confidentiality on all issues regarding the PANDA CUB HOUSE CHILDCARE CENTRE.

Other:

1. Promote good public relations at all times.
2. Perform other related duties as assigned by the Assistant Manager, PANDA CUB HOUSE CHILDCARE CENTRE.

PERFORMANCE: This position will be evaluated three months after initial employment, and evaluated annually thereafter, by the PANDA CUB HOUSE DIRECTOR, WHO WILL REPORT IT TO THE OWNER.

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EVALUATION: PANDA CUB HOUSE CHILDCARE CENTRE in accordance with policy or as needs dictate.

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