



*Job Posting: Children First Society*

## **Preschool Developmental Assistant**

The Children First Society in Inuvik, NT is an early learning and care facility licenced for 127 children, ages 6 months to 12 years old. The Preschool Support will assist with the care of children and the safety and cleanliness in the preschool programs. Under the direction of the Executive Director and the Team Leader the position will follow the policies of the board and NWT Day Care Regulations to ensure a quality preschool program.

### ***Experience and Qualifications***

As an early childhood Developmental Assistant you have a solid understanding of child development and strong communication skills with children, families and coworkers. You may just be beginning in the early Childhood field or have some experience caring for children, or perhaps you have worked in a child care centre. You may have taken some workshops or courses in child development. Your experience in caring for children will allow you to work with the program team. You enjoy the idea of nurturing young children to grow and develop in a positive way. You are willing to learn about the new NWT Day Care regulations and requirements to allow you to carrying out policies and procedures established by the Board to ensure a safe environment for the children.

### ***Personal Suitability***

Working as a dynamic team member your energy and creativity helps you to play and guide the children in a developmentally appropriate program. Your compassion and understanding motivates you to build positive relationships with all the program children and their families. Your sound work ethics encourage you to be consistent and fair in a culturally diverse program. The flexibility you demonstrate is an asset to problem solving and conflict resolution with children and adults. Your dedication to children and their families motivates you to continue on in this demanding yet rewarding position.

### ***Compensation***

Compensation will be negotiated based on experience but will start from \$18.00 per hour. Details will be finalized with the successful candidate.

### ***Applications***

Applications including cover letter and resume should be emailed to:

Children First Society  
Attn: Preschool Hiring  
[execdir@childrenfirstsociety.org](mailto:execdir@childrenfirstsociety.org)

Position is open until filled

## Job DESCRIPTION

<b>Position Status</b>	<b>Position Title</b>
<b>Full Time, Indeterminate</b>	<b>Preschool Developmental Assistant</b>

### PURPOSE OF THE POSITION

The position provides care and guidance for children in the preschool program of the Children First Centre, which is a licensed daycare with 120 spaces for children aged 6 months – 12 years old. Under the direction of the Executive Director and the Team Leader, the position will follow the policies of the board and NWT Day Care Regulations to ensure adequate care, supervision and a developmentally appropriate program for the preschool children ages 2-4 years of age.

### SCOPE

Located in Inuvik the incumbent reports to the Executive Director and Team leader. The preschool **Developmental Assistant** will assist with the day to day care and learning of children in the preschool program that consists of full day child care and half time preschool educational programming for children 2-4 years of age.

### Responsibilities

#### 1. Assist with the individual needs of the children attending the facility.

##### Main duties:

- a. Assist with the development of an individualized plan for specific children
- a. Observe children to record interests and needs
- b. Develop weekly and monthly schedules of the daily program that follow intentional practice meeting the individual needs of the children
- c. Assist with a portfolio for each child to track the developmental needs and interests of the child
- d. Plan and implement activities to meet the Children First Centre goals and the cultural, physical, emotional, intellectual and social needs and interests of the children in the program
- e. Ensure that children are supervised at all times
- f. Ensure classroom supervision is above the required staff:child ratios in the preschool program
- g. Promotes feelings of initiative and self-confidence in children.
- h. Greets children and their parents warmly and with enthusiasm each morning
- i. Assures that: each child is warmly greeted upon arrival; each child has a choice in activities; and each child is assisted to be a part of the group
- j. Responds appropriately to signs of distress allowing the children to problem solve on their own
- k. Responds consistently to the children's needs and assists children to express needs appropriately.
- l. Accompany the preschool program children during outings.

#### 2. Assist with a daily program that meets the goals and objectives of the Children First Centre, and the daily program requirements in the *Child Day Care Standards Regulations* using intentional practice.

##### Main duties:

- m. Maintains an open, friendly, and cooperative relationship with each child and family
- n. Assist with nutritious snacks and lunches
- o. Assist with quiet time
- p. Advise the Executive Director or team leader of equipment and maintenance needs
- q. Ensure equipment and the facility are clean, and safe at all times
- r. Follow sanitary, health and safety regulations.
- s. Assist with the cleaning and organizing of the program space

- t. Encourage creativity and individuality of each child.
- u. Listen to the children.
- v. Communicate verbally and non-verbally with the children at an appropriate level.

**3. Establish routines and procedures consistent with the Children First Centre policies.**

**Main duties:**

- a. Identify and teach positive behaviours expected of children
- b. Adjust expectations to match the development levels of the children
- c. Teach clear routines – e.g. for snacks, outdoor play, etc.
- d. Correct children using positive discipline
- e. Maintain a professional attitude and confidentiality within the program at all times.

**4. Communicate regularly with parents and encourage their participation.**

**Main duties:**

- a. Establish regular communication with parents
  - b. Assist with and encourage opportunities for parents to be involved in the daily program,
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**5. Pursue ongoing professional development through appropriate courses, seminars or workshops.**

**6. Perform other duties as required.**

**Requirements, Skills and Knowledge:**

- Developing understanding of child development theories and promising practices
- Experience in preschool care is an asset
- Playful
- Nurturing
- Knowledge of relevant legislation, policies and procedures
- An understanding of the northern cultural environment
- Ability to clean and organize
- Be able to maintain strict confidentiality in performing duties
- Team Player
- Effective positive communication skills
- Demonstrate sound work ethics
- Current Standard First Aid
- Satisfactory criminal record check, including a vulnerable sector search, completed by the RCMP
- Statement about whether or not there are any outstanding criminal charges, and details
- Up-to-date immunizations
- Tuberculosis screening