



*Job Posting: Children First Society*

## **School Age Program Developmental Support**

The School Age Support will provide quality care for the children and help ensure a safe and healthy environment. This position will provide for the physical, cognitive, emotional, and social well-being of school agers. Under the direction of the Executive Director the position will follow the policies of the board and NWT Day Care Regulations to ensure a quality school ager program.

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

As a School Age Support you may be interested in beginning in the 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 to give good care to the children in the school ager program. 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 follow policies and procedures of the Board to ensure a safe environment for children.

### ***Personal Suitability***

Your friendliness helps you talk with families and children. As a team member you assist to with the daily needs of the School Age Children, this includes serving meals, outdoor activity, and general safety. You are someone children can trust. You are a fair person and a hard worker. You have a willingness to keep the program area clean and disinfected.

### ***Compensation***

Per experience and education.

### ***Applications***

Applications including cover letter and resume should be emailed to:

Children First Society  
Attn: Hiring  
childrenfirst@northwestel.net

Application deadline is 5PM Mountain Time

A copy of this poster and a detailed job description is available on request to the email above or visit our Job Opportunities page on our website: [www.childrenfirstsociety.org](http://www.childrenfirstsociety.org).



## Job DESCRIPTION

<b>Position Status</b>	<b>Position Title</b>
<b>Full Time</b>	<b>Developmental Support</b>

### PURPOSE OF THE POSITION

The position provides care and guidance and assists with meeting individual needs for children, in the school age program. Children First Centre 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. The School Age **Developmental Support** will assist with the day to day care and learning of children in the program that consists of out of school learning and care programming for children 4-12 years of age.

### Responsibilities

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

##### Main duties:

- a. Assist with the development and implementation of an individualized plan for specific children
- b. Ensure that children are supervised at all times
- c. Ensure classroom supervision is above the required staff:child ratios in the program
- d. Promotes feelings of initiative and self-confidence in children.
- e. Greets children and their parents warmly and with enthusiasm each morning
- f. 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
- g. Responds appropriately to signs of distress allowing the children to problem solve on their own
- h. Responds consistently to the children's needs and assists children to express needs appropriately
- i. Accompany the preschool program children during outings.
- j. 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:



- a. Observe children to record interests and needs
- b. 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 child program
- c. Assist with a portfolio for each child to track the developmental needs and interests of the child
- d. Maintains an open, friendly, and cooperative relationship with each child and family
- e. Assist with nutritious snacks and lunches
- f. Assist with quiet time
- g. Advise the Executive Director or team leader of equipment and maintenance needs
- h. Ensure equipment and the facility are clean, and safe at all times
- i. Follow sanitary, health and safety regulations.
- j. Assist with the cleaning and organizing of the program space
- k. Encourage creativity and individuality of each child.
- l. Listen to the children.
- m. Communicate verbally and non-verbally with the children at an appropriate level.

#### **4. 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.

#### **5. 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,

#### **7. Pursue ongoing professional development through appropriate courses, seminars or workshops.**

#### **8. 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