

Teme Augama Anishinabek Job Description

Position Early Childhood Assistant

Department Daycare

Position Reports To Daycare Supervisor

Employment Status Full Time

Hours 35 hours per week

Employment Type Permanent

Position Summary

The Early Childhood Assistant supports the delivery of daily childcare and early learning programming by assisting Early Childhood Educators in providing a safe, structured, and nurturing environment for children. Reporting to the Daycare Supervisor, the position contributes to the wellbeing, supervision, and care of children while supporting the implementation of developmentally appropriate activities. The role ensures that routines, safety practices, and program expectations are followed consistently and that children are supported in their emotional, social, physical, and cognitive development. The Early Childhood Assistant works as part of a team to maintain a positive, inclusive, and culturally supportive environment that reflects community values and promotes respectful interactions.

Primary Responsibilities

Child Supervision and Support – 30%

Provides active supervision of children during indoor and outdoor activities, including playtime, meals, rest periods, and transitions. Ensures children are safe, supported, and engaged at all times while following established supervision practices and routines. Supports children in developing positive behaviours, social interactions, and emotional regulation by responding with patience, consistency, and appropriate guidance. Maintains awareness of children's needs and behaviours, ensuring timely response to support wellbeing and safety.

Program Support and Learning Activities – 25%

Assists Early Childhood Educators in implementing daily programming and planned activities, including preparing materials, setting up learning spaces, and participating in group and individual activities. Encourages children's curiosity, creativity, and participation through play-based learning, while supporting inclusive practices that accommodate children with diverse needs and abilities. Follows direction from educators to ensure programming is delivered consistently and effectively.

Health, Safety and Caregiving Responsibilities – 20%

Supports daily caregiving routines including hygiene, snacks, toileting, and general care of children, ensuring all practices follow health, safety, and childcare standards. Monitors children for signs of illness, distress, or safety concerns and reports observations to the Early Childhood Educator or Supervisor. Maintains a high level of attentiveness and follows all safety procedures, including incident reporting and emergency protocols.

Environment Preparation and Organization – 15%

Maintains clean, safe, and organized play areas, equipment, and materials. Assists with daily set-up and clean-up of classrooms and activity spaces, ensuring environments are prepared to support safe and engaging programming. Follows established procedures for cleaning, storage, and organization to maintain a consistent and functional childcare environment.

Team Support and Program Contribution – 10%

Works collaboratively with the daycare team to support daily operations and program activities. Participates in meetings, training, and program initiatives as required. Maintains respectful communication with team members and contributes to a positive and cooperative work environment. Performs other duties consistent with the role to support the overall success of the program.

Qualifications**Education & Experience**

Experience working or volunteering with children in childcare, school, or community settings. Minimum of one (1) year of experience supporting structured activities, routines, or group environments involving children. Experience working in inclusive settings or supporting children with diverse needs is considered an asset. Experience working within First Nation communities or culturally supportive environments is considered an asset

Certifications, Licences & Requirements

Satisfactory Criminal Record Check with Vulnerable Sector Search . Current First Aid and CPR certification (or willingness to obtain). Proof of immunizations as required by childcare regulations

Physical and Sensory Demands

The role requires active physical engagement including bending, lifting, standing, and participating in floor-based activities. The position involves continuous

supervision of children and requires the ability to respond quickly and appropriately to their needs. The work requires sustained attention, patience, and the ability to manage a busy and active environment with frequent movement, noise, and interruptions while maintaining safety and supervision standards.

Work Environment

Work is performed in childcare rooms, outdoor play areas, and occasional community settings. The environment is active, child-focused, and requires flexibility to respond to changing needs throughout the day. The position involves ongoing interaction with children, team members, and families, requiring a professional, respectful, and supportive approach at all times.

Health and Safety Statement

Teme Augama Anishinabek is committed to providing and maintaining a safe and healthy work environment for all employees, members, and visitors. All employees are expected to work in compliance with applicable occupational health and safety legislation and adhere to organizational policies, procedures, and safe work practices. Employees must report hazards, follow safe work guidelines, and actively participate in maintaining a culture of safety in all aspects of their duties.

Employee Acknowledgement

Employee Signature _____ **Date** _____

Supervisor Signature _____ **Date** _____