



Teacher's Assistant - Links2Kids School-Aged Programs

Job Posting L2K TA

Posting Date:	July 2017	Closing Date:	ongoing
Position Type:	Part Time Hourly	Start Date:	End August 2017
Location:	Joseph Gibbons or Park Public School, Georgetown		
Reports to:	Links2Kids School-Age Program Supervisor		
Salary Range:	\$15.00-\$16.00/hour		
Hours of Work:	Approximate program times: 7:15 – 9:15am and 3:15 – 6:00pm		

Links2Care is a leader, providing high-quality support services to the communities we serve. We are recognized as a dynamic, innovative organization and a respected partner meeting the changing needs of the community with a professional, responsive, caring team of staff and volunteers.

Overview of Position

The Teacher's Assistant reports to the School-Age Program Supervisor and works in consultation with the Registered Early Childhood Educator to assist with the program delivery of the Links2Kids School-Age program. The Teacher's Assistant is responsible for supporting a fun and age appropriate school-age program for children in a group school setting (classroom or gymnasium) in accordance with the Child Care and Early Years Act, municipal guidelines and the policies and procedures of Links2Care and the Links2Kids Children's programs. As an employee of Links2Care, the Teacher's Assistant will actively demonstrate Links2Care Values and will promote and support the Mission and Vision of the Agency.

Major Responsibilities

1. Applies teaching techniques as modeled by the R.E.C.E. Teacher.
2. Follows and adheres to licensing requirements of the program.
3. Assists in supervising children in activities.
4. Helps with room set-up and clean-up.
5. Observes children and provides input into their progress and behavior.
6. Helps to collect, maintain and record program documentation in accordance with Links2Care confidentiality/privacy policies, the Child Care and Early Years Act and PHIPA and PIPEDA legislation.
7. Communicates daily in a positive manner with children, parents, teachers, colleagues, volunteers, Supervisor and Program Director.
8. Provides information and resources on programs and support services available to clients throughout the Halton Region.
9. Assists in maintaining a healthy, safe, clean and tidy environment, following the childcare health and safety standards and procedures and complies at all times with the "Duties of Workers" as per Section 28 of the Occupational Health and Safety Act.
10. Participates in the broader Links2Care team by attending and actively participating in team/staff meetings and training and development sessions.
11. Performs other duties as assigned to support the agency and children's program as required.

Qualifications

1. Secondary school diploma. Post-secondary education in a childcare related field preferred.
2. Experience working with children and families in a group setting.
3. Valid Standard Level "C" CPR/First Aid Certification and Safe Food Handling an asset
4. An understanding of the needs of children, parents/guardians.
5. Effective oral and written communication skills.
6. Genuine interest in providing professional customer service and compassionate care to clients served.
7. Ability to work cooperatively in a team, interacting in a positive way with staff, clients, stakeholders and the general public.
8. Completion of a satisfactory C.A.S. check, criminal reference check and vulnerable sector screen is required prior to employment.
9. Ability to work varied shifts. Scheduled hours are based on availability and program needs. A commitment to working scheduled hours during the school year is expected.
10. Physically fit with the ability to occasionally lift and move items up to 50lbs.
11. Employees who travel for work related purposes must have reliable transportation, a valid Ontario driver's license and a minimum of \$1,000,000 liability insurance coverage.

Interested applicants are invited to forward their resume including a detailed cover letter to:

Links2Care Human Resources

Via Email: jobs@links2care.ca

Please quote: L2K TA

Links2Care reaffirms its policy of equal opportunity regardless of race, color, creed, religion, national origin, sex, sexual orientation, age, marital status, or disability in accordance with Links2Care policy and applicable federal and provincial law.

Links2Care is committed to providing accessible employment practices that are in compliance with the Accessibility for Ontarians with Disabilities Act ('AODA'). Should any applicant require accommodation through the application, interview or selection processes, please contact our Human Resources Department at 905-844-0252 ext. 112.

We thank all applicants in advance for their interest, however, only those candidates selected for interview will be contacted.

For more information about the programs and services offered by Links2Care, please visit our website at www.links2care.ca