



The Macaulay Child Development Centre is a multi-service, child care and family support agency.

Established in 1932 as a non-profit, charitable organization, Macaulay promotes the optimal development of children in partnership with their family and community.

Macaulay offers a dynamic and innovative workplace with a culturally diverse staff that allows individuals to learn, develop and succeed in their career.

Please explore our website to discover more about our programs - www.macaulaycentre.org

- **POSITION TITLE:** Supply Early Childhood Assistant
- **COMPETITION NUMBER:** E14-01-124
- **COMPENSATION:** \$15.05 per Hour
- **START DATE :** As Soon As Possible - Ongoing
- **REPORTS TO :** Supervisor, Child Care Centre

POSITION SUMMARY: Delivers high quality and developmentally appropriate programs for children to facilitate their physical, social, emotional and cognitive growth. Implements programs and activities that facilitate inclusion and integration of children with special needs. Supports a team environment in the classroom and the Centre. The hours for centres start as early as 7 am and open as late as 6pm. There are a total of 6 childcare centres: Dovercourt CCC (228 Bartlett Ave.), Keelesdale CCC (200 Bicknell Ave.), Humberwood (850 Humberwood Bl.), Warren Park CCC (135 Varsity Rd.), Regent St CCC (48 Regent St.) and Jane St. CCC (610 Jane St.)

RESPONIBILITIES:

- Supervise children to protect their safety and personal well-being at all times while in care. Make sure equipment and physical environment is maintained free of safety or health hazards
- Assist with planning, executing and evaluating daily programming using the curriculum and approach approved by the agency to promote children's optimal emotional, cognitive and physical development.
- Encourage active learning to build self-esteem in an inclusive and respectful environment. Facilitate planned and spontaneous experiences.
- Observe children's strengths, areas of challenge, emerging skills and interests. Collaborate with the team to implement inclusive program plans.
- Record observations to support early identification of a child's individual needs
- Demonstrate positive adult/child interaction, use effective and appropriate communication with children, promote children's independence and problem solving skills, build children's confidence, assist children with understanding and dealing with the consequences of their behaviour and model mutual respect and kindness
- Communicate sensitively and appropriately with parents/families. Provide meaningful feedback and information regarding their child's learning and development, emerging skills and interests and the purpose of activities
- Participate in classroom set-up including play areas
- Work with the team to effectively manage children's medication schedule and allergies

QUALIFICATIONS:

- Member in good standing with the College of Early Childhood Educators (if applicable)

- Working knowledge of ELECT/ELF and program planning based on an inclusion model respectful of all children's abilities
- Good written and verbal communication skills and excellent listening skills
- Computer literacy required together with proficiency using Microsoft Office Suite, Internet and email
- Demonstrated ability to build and maintain effective work partnerships with parents/families, colleagues and service providers of diverse backgrounds, abilities and identities
- Ability to communicate effectively in more than one language a definite asset
- Current First Aid certification
 - **COMPENSATION:** Hourly: \$15.05 per Hour

THIS POSITION IS NOT WITHIN THE BARGAINING UNIT

Interested candidate should apply quoting *competition number* and *position title* .

The Macaulay Child Development Centre values the diversity of people and communities and is committed to excellence and inclusion. We welcome qualified individuals who contribute to the diversity of our staff group.

The Macaulay Child Development Centre offers accommodation for applicants with disabilities in its recruitment process. If you are contacted by the agency regarding a career opportunity, please advise if you require accommodation.

We thank all applicants for their interest in our organization, however only those selected for an interview will be contacted.

This document is available in alternate formats upon request.