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 programs share a common commitment to prevention, early intervention and inclusion of children with special needs.

Please explore our website to discover more about our programs - [www.macaulaycentre.org](http://www.macaulaycentre.org)

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**Teacher Assistant (Temporary Full Time)**

**COMPETITION NUMBER:** E19-01-33

**START DATE/TERM:** Immediate – June 30th, 2020

**REPORTS TO:** Supervisor, Humberwood 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.

**RESPONSIBILITIES:**
- 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 observation 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:**
- Must be a graduate of an Early Childhood Assistant program or equivalent with experience working with families and children, including children with special needs.
- Member in good standing with the College of Early Childhood Educators (if applicable).
- Working knowledge of ELECT, High Scope curriculum 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
• Clear Vulnerable Police Record Check.
• Current Standard First Aid certification and appropriate medical and immunization record.

**SALARY:** Competitive Salary and Benefits.

**THIS POSITION IS WITHIN THE BARGAINING UNIT.**

Interested candidate should apply to careers@macaulaycentre.org quoting competition number and position title on or before **June 21st, 2019.**

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.