



## **Making Roots Montessori**

### **Child Care Assistant Job Description**

**Position Title:** Child Care Assistant

**Supervisor(s):** Assistant Director and the Director

**Hours:** This is a full-time position with hours to be determined, Monday – Friday between 7:15 am – 5:30 pm

**Description:** Making Roots Montessori Centre is a year-round, extended day, early childcare facility in Winnipeg, providing high-quality care and education for children aged 2-6 years old. Our Montessori programming is conducted in English and French, and we offer a French immersion kindergarten.

A Child Care Assistant (CAA) contributes to the Montessori education and general care of children. The CCA contributes to the planning and presentations of Montessori and enrichment activities and contributes to the overall care of children. The candidate will be reliable, trustworthy, creative, patient, energetic, and a lifelong learner who inspires a love for learning in students.

#### **Qualifications**

- Classification Certificate (CCA) from the Province of Manitoba
- Minimum two years' experience teaching in a child care environment
- Education and certification in Early Childhood Education is an asset
- Fluency in French language is an asset
- Current First Aid and CPR Certificate
- Child Abuse Registry Check
- Criminal Record Check (with Vulnerable sector)
- Three references: two from professional work experiences/previous employment; one from a person who is not a family member

#### **Skills and Abilities**

- Manage groups of children of varying ages, needs, and abilities
- Multitask, keep calm under pressure, maintain an attitude of gentleness and respect
- Work independently, and as part of a team
- Establish rapport with students and colleagues and build relationships based on trust
- Communicate clearly and honestly with colleagues and supervisors
- Excellent planning and organizational skills
- Excellent observational, documentation and assessment skills
- Model for students an excellent example of good values such as honesty, accountability, understanding, tolerance, respect, love, kindness, and gentleness

**Tasks, Duties and Responsibilities**

- Contribute to the preparation of lessons, activities, and experiences according to the interests/needs of individual children
- Monitor, assess and document student development, behaviour and progress
- Keep records of Montessori curriculum presentations
- Contribute to writing the student progress reports and discuss student's progress with parents on an ongoing basis, and at parent-teacher conferences
- Attend Staff Meetings and Inservice Days
- Complete at least two professional development opportunities per year
- Participate in classroom activities and accompany students on field trips
- Contribute to the maintenance of a safe, clean, and well-organized classroom and play yard
- Ensure classroom materials, supplies and equipment are available and in working condition
- Participate in children's toileting, napping, and lunching processes
- Other duties as assigned by management

**Making Roots Employees are expected to:**

- follow all policies and procedures
- abide by the Employee Manual
- adhere to the professional Dress Code
- complete independent professional development
- and be in attendance for all Inservice Days and Staff Meetings.

Employees must follow the licensing requirements of the Early Learning and Child Care program (ELCC).