

EARLY LEARNING (PUF) EDUCATION ASSISTANT

DAILY SUPERVISOR

EARLY LEARNING COORDINATOR

PROGRAM SUPERVISOR

PRINCIPAL

HOURS OF WORK PER DAY

3 – 6 HOURS PER DAY

JOB DESCRIPTION

The PUF Education Assistant provides assistance to children with various degrees of need in the learning environment, under the direction and supervision of the classroom teacher the Early Learning Coordinator, and the Principal. In this position, it is necessary to be physically fit in order to actively engage children in all aspects of the ECS program. Confidentiality is of utmost importance in achieving the common good for all students. Through collaborative team-based structure, the PUF Education Assistant will carry out tasks as assigned by both the daily and program supervisors.

QUALIFICATIONS

EDUCATION:

- Teacher Assistant Diploma or Early Childhood Education Certification or Practitioner or equivalent

WORK EXPERIENCE:

- At least one (1) year experience working in Early Childhood Program and/or children with special needs

TECHNICAL SKILLS:

- First Aid Certification
- Hanen Learning Language and Loving It Certification
- Supporting Individuals Through Valued Attachments Training (SIVA)

INTERPERSONAL SKILLS:

- Excellent communication skills
- Good conflict resolution skills
- Student supervision skills
- Confidentiality