

Before and After School Care Assistant

Division: 5

Job Band: 6

Job Summary:

Under the direction of the District Principal and Program Manager, the Before & After School Care Assistant will provide general supervision to children in the classroom and on the school property as described under BC's Licensed childcare program for School Age Care of School Grounds. The Before & After School Care Assistant will be developing relationships, providing encouragement, and focusing on student's cognitive, physical, social and emotional development.

Duties and Responsibilities:

- Collaborates with the District Principal, School Principal, Program Manager and other school staff to create a seamless transition for students moving between the childcare program and the school day
- Establishes positive working relationships with school staff, community partners, families and children
- Supports the transition of information between children, families, and classroom colleagues
- Helps to plan and deliver a quality licensed school-age group childcare program for elementary students
- Endeavours to provide a learning environment that promotes the health, security, and well-being of children
- Attends meetings/workshops as requested by Administration Officers
- Helps to maintain statistics for childcare reports, if requested
- Maintains the confidentiality of sensitive information seen or heard
- Performs other assigned comparable duties which are within the scope of knowledge, skills and ability of this position
- Administers First Aid when required

Equipment Used:

Computer, photocopier, audio and video equipment, telephone, calculator and other office and classroom related equipment.

Required Knowledge, Ability, Skills:

- High School Diploma
- Responsible Adult/RA*
- Experience within an Elementary School or Childcare setting
- Valid First Aid and CPR Certificate
- Cleared criminal record check
- Proficiency with basic digital literacy, internet safety and the ability to maintain confidentiality of sensitive information is required

Originated: June 23, 2022

Revised: August 21, 2023

- Experience implementing educational learning programs
- Demonstrated evidence of strong communication skills (verbal, written and electronic formats) and ability to work as part of a team with colleagues, parents and children
- Strong problem-solving and organizational skills
- Ability to work with minimal supervision

***Please note that a "Responsible Adult/RA", in the childcare licensing regulation (the law) says:**

To qualify for employment in a community care facility as a responsible adult, a person must (a) be at least 19 years of age, (b) be able to provide care and mature guidance to children, (c) have completed a course, or a combination of courses, of at least 20 hours' duration in child development, guidance, health and safety, or nutrition, and (d) have relevant work experience.