Generic Program Assistant Job Description

Program Assistant

The role of the Program Assistant (PA) is to assist the teaching team in supporting a child(ren) with special needs who is/are attending a licensed child care program. It is intended to enhance the child/staff ratio.

Responsibilities

1. Supports and makes a commitment to the principles of inclusion.

2. Is familiar with the activities, routines, philosophy, policies and procedures of the child care program.

3. Recognizes the need for the child(ren) to interact with all children and staff in the child care program.

4. Assists in providing optimal opportunities for the child(ren) to fully participate in all activities.

5. Facilitates and engages other children in activities in order to create opportunities for peer interactions.

6. Participates in discussions with the teaching team and the Resource Consultant when appropriate.

7. Participates in staff meetings and training opportunities as required and approved by the Resource Consultant.

8. Responds to daily direction given by the teaching team and/or Director/Home Child Care Consultant.

9. Implements program activities and recommended strategies including those outlined in the Team Service Plan in partnership with the teaching team.

10. Maintains good working relations with the teaching staff to ensure effective communication and team work.

11. Maintains confidentiality at all times.