

# Generic Program Assistant Job Description

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## **Program Assistant**

The role of the Program Assistant (PA) is to assist the teaching team in supporting a child or children with special needs who are attending a licensed child care program. It is intended to support the teaching team or provider in meeting the needs of all the children in the group, including the children with special needs. Director/Home Child Care Consultant and teaching team/provider to view the related webinar found below.

## **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 Individual Support Plan (ISP) 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.

[Watch the Webinar](#)

# RESOURCES



## The Role of the Program Assistant

A presentation describing the role and responsibilities of the Program Assistant. The objective is to help the program supervisor and teaching teams gain knowledge of their individual roles to support the successful inclusion of all children. This includes implementing strategies, environmental adaptations and resources to meet individual needs in a childcare setting.

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### **CISS Newsletter**

[www.CISSnewsletter.ca](http://www.CISSnewsletter.ca)

### **Guide to Inclusive Collaboration**

[www.ciss-afcs.ca](http://www.ciss-afcs.ca)

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