

Benchmark Title**EARLY CHILDHOOD EDUCATOR ASSISTANT****Job Summary**

Under close supervision, assists senior staff to provide support and direct care to children under six, including special needs children or infants/toddlers to stimulate and develop their intellectual, physical and emotional growth.

Key Duties and Responsibilities

1. Assists senior staff in monitoring children in indoor and outdoor activities and during rest periods.
2. Assists in planning, preparing and carrying out developmentally appropriate programs and activities.
3. Under close supervision, conducts activities with children on an individual and group basis to promote the development of physical, cognitive, emotional and social skills.
4. Attends to children's physical needs, which may include diapering, toileting, eating and sleeping.
5. Maintains records, reports problems or concerns to senior staff.
6. Keeps program facilities and equipment safe and clean, reporting any repairs and concerns to senior staff.
7. Performs other related duties as required.

Qualifications*Education and Knowledge*

Grade 12, plus enrolment in Early Childhood Education Certificate program or completing work experience required for licensing.

Training and Experience

Nil.

Or an equivalent combination of education, training and experience.

COMMUNITY SOCIAL SERVICES JOB EVALUATION PLAN RATING RATIONALE

BENCHMARK TITLE: Early Childhood Educator Assistant

FACTOR	REASON FOR CLASSIFICATION	DEGREE	POINTS
1	Education and Knowledge – Requires completion of grade 12 and enrolment in an ECE course	2	38
2	Training and Experience – Requires under 1 month of recent related experience	1	25
3	Physical Demands – Often lifts and carries moderate weight children	5	35
4	Concentration – Monitors and observes children almost continuously involving a moderate level of vigilance and attentiveness	5	42
5	Independence – Under close supervision, performs assigned functions and responds to immediate needs of children	2	29
6	Judgement – Selects a known action to monitor and conduct children's activities	2	29
7	Leadership/Supervision – Little or no responsibility	1	20
8	Accountability – Impact is easily discernible and work methods are closely monitored	2	29
9	Communication – Responds to requests of children by clarifying factual information	2	29
10	Care of Individuals – Work involves monitoring children, feeding, diapering and toileting	4	40
11	Environment/Working Conditions – Sometimes exposed to highly undesirable working conditions in the form of contact with bodily fluids and waste; requires specific safety precautions to prevent health problems or injury	5	42
Total Points			358