

**ITILE:** Childcare Responsible Adult

#249

**SCHOOL:** District

**REPORTS TO:** District Principal Teaching and Learning Early Years to Grade 12

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### **SUMMARY**

Under the general supervision of the District Principal Teaching and Learning Early Years to Grade 12, or designate, the Childcare Responsible Adult will be responsible for supervision and assistance to students in a childcare setting.

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### **DUTIES**

1. Provide general supervision to children on school property during before and after school care.
  2. Work cooperatively with Early Childhood Educators (ECE) or Education Assistants (EAs) with group support and activities in before and after school setting.
  3. Develop relationships with students and provide encouragement, advice, and assistance regarding life skills, direction, and preparation.
  4. Facilitate and encourage positive social interactions with students, staff, and the community.
  5. Assist students with activities to promote their physical, mental, and social well-being.
  6. Support student transition at the start and end of the school day.
  7. Maintain health and safety practices in accordance with the School District Guidelines and Childcare Licensing Regulations.
  8. May, on occasion, be required to perform other related duties as assigned.
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### **QUALIFICATIONS**

- High school graduation or the equivalent.
  - 6-months related experience or an equivalent combination of training and experience working with children or youth
  - Successfully completed the 20-hour online Responsible Adult Course, preferred, or equivalent in training.
  - Strong verbal, written communication, and interpersonal skills
  - Ability to work proactively and in a self-directed manner to foster an atmosphere of trust and respect for and from students
  - Proficient in basic digital literacy; and internet safety
  - Ability to maintain the confidentiality of sensitive information seen or heard
  - Physical capability to perform the job duties
  - First Aid as required by Childcare Licensing.
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