

Job Information

Job title	Licensed Preschool Assistant	LPREA
Title of immediate supervisor	Programmer	
Department/Division	Parks and Recreation / Recreation	
Prepared by	M. Sheehan	
Date Created	January 9, 2014	Revised date January 9, 2019

Job Purpose

Responsible for assisting the Licensed Preschool Instructor in managing and facilitating activities in Licensed Preschool programs. Ensure the safety and well-being of participants, and will communicate and work cooperatively with participants, parents, the Licensed Preschool Instructor and supervisors.

Duties and Responsibilities

- Setup of the room and equipment necessary for instruction prior to the start of the session and takedown when session is complete.
- Provides accurate feedback to children and their parents or caregivers.
- Assists in the planning and implementation of program and program related special events.
- Leads children in activities as directed by Licensed Preschool Instructor.
- Maintains a safe and clean work environment.
- Provides program activity feedback to Licensed Preschool Instructor.
- Attends scheduled in-service training sessions.
- Performs other related duties as required.

Qualifications

- Grade 12 plus at least one course of basic early childhood education training in child development, child guidance or child and health, safety and nutrition from an educational institution or 20 hours of Recreation Leader training in child development and behavior management.
- 3 months experience working with children in a recreation or preschool environment.
- Minimum 19 years old in accordance with Child Care Licensing Regulations
- Employment is subject to provision of a satisfactory Criminal Record Check with vulnerable sector check from the Ministry of Justice no older than 6 months
- Current Emergency First Aid and CPR-C
- An equivalent combination of education and experience may be considered.

Physical Requirements

Sufficient health, physical condition, strength, stamina and co-ordination to permit performance of duties.

Working Conditions

Works indoors and outdoors in fair weather.