

Children's Integration Support Services

Generic Program Assistant Job Description

Program Assistant

Function: To assist the educator/provider in supporting a child(ren) with special needs in licensed community programs such as: day care centres, home child care, nursery schools and school age programs.

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 setting.
3. Recognizes the need for the child to interact with all children and staff in the child care centre/home child care.
4. Assists in providing optimal opportunities for the child to fully participate in all activities.
5. Facilitates and involves other children in activities in order to create opportunities for peer interactions.
6. When appropriate, participates in discussions with the educator/provider and the Integration Advisor.
7. Participates in staff meetings and training opportunities as required and approved by CISS.
8. Responds to daily direction given by the educator/provider and/or Supervisor.
9. With the educators/provider, implements program activities including those outlined in the Team Service Plan.
10. Maintains good working relations with all staff to ensure good communication.
11. Completes appropriate observational records as required.
12. Maintains confidentiality at all times.