

qathet School District
Class Specification
BEFORE & AFTER SCHOOL CARE ASSISTANT (13.23s)



DESCRIPTION

Under the direction of the District Principal of Early Learning and School Principal, the Before & After School Care Assistant will provide general supervision to children in the classroom and on the school property as described under BC's Licensed child care program for School Age Care of School Grounds. The Before & After School Care Assistant will be developing relationships, providing encouragement and focusing on student's cognitive, physical, social and emotional development.

DUTIES AND RESPONSIBILITIES

- Collaborates with the District Principal, School Principal, Program Manager and other school staff to create a seamless transition for students moving between the child care program and the school day.
- Establishes positive working relationships with school staff, community partners, families, and children.
- Supports the transition of information between children, families, and classroom colleagues.
- Helps to plan and deliver a quality licensed school-age group child care program for elementary students.
- Endeavours to provide a learning environment that promotes the health, security and well-being of children.
- Attends meetings/workshops as requested Administration Officers.
- Helps to maintain statistics for child care reports, if requested.
- Maintains the confidentiality of sensitive information seen or heard.
- Understands and acts in accordance with relevant policies and procedures from the School District, Ministry of Education, Child Care Licensing Regulations, and WorkSafeBC.
- Performs other assigned comparable duties, which are within the scope of knowledge, skills and ability of this position.

Qualifications

- High School Graduation
- Completion of either Responsible Adult Course or Post-Secondary Certificate in early childhood or related fields.
- Experience within an Elementary School or Childcare setting.
- Valid first aid and CPR certificate
- Cleared criminal record check

- Proficiency with basic digital literacy, internet safety and the ability to maintain confidentiality of sensitive information is required.
- Experience implementing educational learning programs.
- Demonstrated evidence of strong communication skills (verbal, written and electronic formats) and ability to work as part of a team with colleagues, parents and children.
- Strong problem-solving and organizational skills, ability to work with minimal supervision.

Implemented: December 6, 2021

Revised: June 16, 2023

Tentative Job Description based on current needs and expectations. To be reviewed through Joint Job Evaluation as soon as possible”