



FAIRFIELD GONZALES
COMMUNITY ASSOCIATION
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JOB DESCRIPTION

Position Title: Supported Childcare Aid

Classification: Moss Rock Preschool

ORGANIZATIONAL STRUCTURE AND REPORTING RELATIONSHIP:

Reporting directly to the Preschool Manager, this position is accountable to the Kristina Wilcox Co-Executive Director, Co-Executive Directors and the Board of the Fairfield Gonzales Community Association concerning the program's successful operation.

HOURS OF WORK:

A Support Leader works approximately 10 hours/week. This will include meetings, programming and organization as well as other tasks. Shifts will be scheduled in accordance with program registration and availability.

GENERAL RESPONSIBILITIES FOR ALL FGCA STAFF:

1. Encourage involvement from our families in Fairfield Gonzales Community Association activities
2. Maintain a general knowledge of Fairfield Gonzales Community Association's services
3. Adhere to FGCA policies and procedures
4. Attend staff meetings and other community meetings when necessary
5. Contribute to a positive and team-based work culture

SUPPORT LEADER JOB SUMMARY

The Supported Childcare Aid works collaboratively with the Moss Rock Preschool Manager and Early Childhood Educators to create an inclusive environment for all children, and within this environment, provides children that require additional support with the opportunity to participate and be successful in a group childcare setting. The Support Leader may be assigned to provide specific support for 1 – 2 children that require support in the preschool. They build positive relationships with all guardians, children and staff. The Supported Childcare Aid acts in accordance with the FGCA policies and procedures as well as within the requirements of VIHA licensing.

AREAS OF RESPONSIBILITY

Support Childcare Aid Specific:

- Works with educators, parents, and consultants from other agencies to develop tools and strategies for meeting the individual goals of children that require extra support.
- Provides updates on goals, needs and successes of children accessing their support by communicating on a daily basis with the educators.

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- Using facts and observations the Support Childcare Aid supports the educators to document the ongoing needs and strengths of the child(ren) to which they are assigned to provide support.
- Create an inclusive play environment that provides all children with opportunities for success with particular attention to creating opportunities for social development for children that they support.
- Evaluate programming that meet the needs of individual Care Plans
- Work with the team of educators to create, implement and evaluation programming that facilitates the inclusion of supported children

Children:

- Deliver child centered and age appropriate programming for children from 2.5 to 5 years of age
- Provide a high standard of care for children's physical safety and emotional wellbeing
- Promote children's self esteem and confidence
- Provide age appropriate guidance, language, and direction
- Actively engage in play and activities

Policy and Procedure:

- Adhere to all VIHA licensing regulations, MCFD practices, and FGCA policies, procedures and code of conduct
- Implement expected safety procedures (missing child protocol, unauthorized pick up, etc.)
- Understand and adhere to the staff and parent handbook
- Read and update log books
- Carry the cell phone, first aid kit, and all emergency information at all times

Guardians:

- Exemplify a positive, approachable, and family centered attitude at all times
- Communicate to guardians all meaningful aspects of their child's day (health, emotional, behavioural)
- Be available for parent conferences or meetings when needed
- Remind guardians of any changes to program (special events, changing hours, etc.)

Leaders:

- Help to establish a positive and collaborative team environment
- Attend all staff meetings and training sessions
- Report issues of concern to manager in a timely fashion
- Communicate with coworkers to ensure that licensing requirements are maintained (attendance, ratio, etc.)
- Actively participate in a proactive approach to conflict resolution
- Coordinate monthly team meetings
- Actively participate in professional development opportunities

Facility:

- Work to create and maintain a safe, welcoming and family centered environment
- Sweep, clean, and sanitize after snack and activities
- Prepare food in a safe and clean environment
- Ensure the room is clean at the end of each shift (before and after care)

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- Participate in daily cleaning as well as removal or correction of potential hazards
- Report any necessary repairs to the manager in a timely manner

Requirements and Qualifications:

- Ability to understand and apply current recreation, child development, and FGCA child care philosophies
- Self-directed and confident when delivering quality preschool aged programs
- Excellent interpersonal and customer service skills
- Previous experience working with children that require extra support
- Strong communication skills
- Standard First Aid and CPR (C)
- Criminal Record Check
- Record of immunization
- Have completed a course, or combination or courses, of at least 20 hours duration in child development, guidance, health and safety or nutrition
- Minimum 19 years of age



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