



School District No. 46 (Sunshine Coast)

JOB DESCRIPTION #CL-05

CHILD CARE WORKER

Location: All

SUMMARY:

Under the direction and instructional supervision of the classroom teacher and/or counsellor, and the supervision and evaluation of the Administrative Officer(s), provides assistance in the delivery of regular or alternate programs with a group or individual students, to assist teachers and other professionals to carry out their work.

DUTIES:

- Works in collaboration with school staff and other agencies to foster and develop the individual student's potential.
- Provides counselling to students and parents as required.
- Liaises with teachers and other school personnel, parents/guardians, social, legal and medical agencies.
- Assists with planning, development, implementation and monitoring of behaviour management programs including record keeping and follow up of student progress.
- Assists in the implementation of the instructional program for behaviourally disordered students or other designated students in a class or classroom.
- Assists with providing in-service for other staff members regarding behavioural management and social skills programs.
- Transports students to various locations, eg.; field trips and special events.
- Carries out any or all duties under the classification of Supervision Assistant, as required.
- Assists the teacher in the preparation of IEPs and report cards.
- Participates in team meetings regarding progress and placement of students.
- Performs all duties with a level of interpersonal skills appropriate to the position.
- Maintains the confidentiality of sensitive information seen or heard.
- Maintains familiarity with Workplace Hazardous Materials Information System (WHMIS) and Workers Compensation Board (WCB) safety procedures.
- May be required to perform other job related duties as assigned.

QUALIFICATIONS:

- Grade 12 education or the equivalent
- Minimum of four years experience working with school-aged children
- Certificate as a Childcare Worker from an approved college or vocational institution or equivalent
- Valid class 5 B.C. driver's licence

Qualifications Continued:

- Conflict resolution training
- Basic first aid course

N.B.: This description contains the elements necessary for the identification and evaluation of the job. It is not an exhaustive list of the duties to be performed. Duties not listed should not affect the evaluation.

APPROVED:

On behalf of:
School District No. 46 (Sunshine Coast)

Tim Anderson
Secretary-Treasurer

February 7, 1994
Date

On behalf of:
C.U.P.E. Local 801

Celia Fisher
President

February 2, 1994
Date