



# Macaulay Tree House

**Job Title:**  
Teaching  
Assistant  
**Status:**  
Full-time

**Wage:**  
TBD

**Closing Date:**  
Aug 28, 2020 @ 4:30  
pm

## Teaching Assistant

### **About Macaulay Tree House Day Nursery:**

*Macaulay Tree House is a non-profit organization that is licensed by the Ministry of Education. The Day Nursery has been providing quality childcare in our community since 1990. Macaulay Tree House prides itself on our exceptional programs and committed, hard-working staff. Being a part of our team will help you gain hands-on experience in the childcare and education fields. We have established and maintained great working relationships with various community supports, such as the staff at each school and the school board, as well as The District Municipality of Muskoka for their Assessment for Quality Improvement checks, Community Living, Simcoe Muskoka Family Connections, HANDS the Family Help Network, and the Ministry of Education. We are looking for hard-working, dependable, caring individuals who strive for excellence and aim to exceed expectations.*

**Reports to:** Executive Director of MTH

### **General Accountability:**

This person is responsible as designated by the Executive Director and assist the Early Childhood Educator (ECE) staff in planning and implementing a quality program for children aged three months to five years. Each Teaching Assistant shall strive to adopt professional attitudes and behaviors in their work as a model and teacher of young children. The Work shall provide a physically safe and emotionally supportive environment showing sensitivity to the individual needs of young children in all aspects of development. The Teaching Assistant position requires the applicant to strengthen the quality of the program and ensure high quality experiences that lead to positive outcomes in relation to the children's learning, development, health and well-being.

### **Specific Responsibilities:**

- The Teaching Assistant shall:
- Give first priority to the developmental needs and interests of each child in care, as well as their specific medical, health and emotional needs.
- Plan with the ECE staff by following the guidelines of Assessment for Quality Improvement check. Also, to help plan for and create positive learning environments and experiences in which each child's learning and development will be supported.
- Encourage the growth of a warm, loving nurturing environment and treat each child with dignity and respect encouraging positive self-esteem through day to day interaction.
- Provides input into child assessment process.
- Provide positive, supportive assistance, supervision and guidance to students, supply teachers and volunteers as directed.
- Attend monthly staff meetings and other meetings as required.
- Promote and encourage growth of self-help skills in the areas of eating, toileting, dressing and socializing.
- Assist in ordering equipment and supplies.



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- Complete paperwork necessary to promote communication with parents via charts, displays and children's creative endeavours.
- Housekeeping duties as required to maintain program - cleaning the room (sweeping and vacuuming), disinfecting toys and washrooms, setting up and putting away of lunchroom and sleep room, setting up different play centres.
- Assist in arranging outings and class trips.
- Encourage the children to interact and communicate in a positive way and support their ability to self-regulate.
- Support learning through children's exploration, play and inquiry.
- Will foster the engagement of ongoing communication with families about the program and their child's daily activities and development. By informing parents of general progress of the child, maintaining confidentiality at all times.

### Expectations:

The applicant selected for this position must have had sufficient experience working with young children and be able to meet the requirements of the licensing agency. This applicant must also be a sensitive and mature individual who can relate to both children and adults.

### Qualifications:

- Registered Early Childhood Educator preferred
- 2 years experience
- Proof of immunizations
- Valid First Aid Level **C** CPR
- Vulnerable sector check
- Food handling course

### Application Requirements:

Interested applicants are invited to submit a cover letter and resume addressed to our Executive Director, Leesa Horsfield. Please indicate subject line as "*Application: Teaching Assistant.*" Preferably in PDF form with both your resume and cover letter in the same document.

Applications are to be sent to [mthadmin@bellnet.ca](mailto:mthadmin@bellnet.ca)

Job posting closes to applicants **August 28th at 4:30 pm.**

We thank all applicants for their interest in Macaulay Tree House. However, only candidates selected for an interview will be contacted.