Making Roots Montessori Preschool is currently looking for a Child Care Assistant. This position will be part-time, possibility leading to full time.

The CCA will assist in providing a quality, caring and supportive child care program that addresses the unique child care needs of each MRMCI student and ensures that the MRMCI guiding principles and policies are upheld at all times.

**Duties and Responsibilities**

· Assists with planning and implementing developmentally appropriate activities and experiences that are congruent with the guiding principles of the centre

· Implements activities in a positive, reinforcing manner that stimulates curiousity, inventiveness, problem solving and communication skills

· Ensures space, equipment and materials are organized for activities

· Communicates with parents regarding the experiences of the children in a way that ensures a culture of respect for all families and promotes family involvement

· Confers with owners and teaching staff regarding any behavioral concerns

· Ensures a safe, clean and healthy environment, assesses risk and observes all emergency procedures

· Participates in daily snack/mealtime routines; prepares meals and snacks as requested

· Reports accidents and any safety concerns immediately to Director or Owners and records all accidents/injuries in the communication book prior to end of daily shift

· Other duties as required

**Qualifications**

· An Early Childhood Education Assistant Certificate (or be willing to obtain). As well as 2 years’ experience in a child related field.

· Knowledge/training of Montessori Philosophy an asset

· French speaking is an asset

· Current Standard Child Care First Aid & CPR/AED

· Child Abuse Registry (Vulnerable sector) search

· Criminal Record check

· Knowledgeable of relevant legislation including, but not limited to:

-Daycare Acts and Regulations

-Food and Nutrition Standards

· Excellent verbal and written communications, interpersonal skills, ability to multi-task, time management, and organizational abilities

· A well-rounded team player, with a high level of patience, dedication, energy, enthusiasm and caring

Working Conditions

· The CCA works in a noisy and busy environment with regular interruptions requiring the ability to change priorities quickly and tolerate stress

· Occasional lifting to 60 lbs

· Exposure to illness

· Ability to stand for extended periods of time, as well as to work at the height of the children

Please send resume and Cover letter to: [director@makingroots.ca](mailto:director@makingroots.ca)