



<p><b><u>JOB DESCRIPTION</u></b>  <b>CONTRACTUAL POSITION</b></p>	
<p><b>JOB TITLE:</b> Early Childhood Care and Education (ECCE) Teacher Assistant</p>	
<p><b>JOB SUMMARY:</b></p> <p>Requires the incumbent to assist ECCE Teachers as they teach students in ECCE Centres in accordance with the approved curriculum. Duties include assisting in monitoring the progress of students, effective classroom supervision and guidance to ensure the all-round development of students.</p>	
<p><b>REPORTS TO:</b></p>	<p>ECCE Administrator</p>
<p><b>SUPERVISION GIVEN TO:</b></p>	<p>N/A</p>
<p><b>DUTIES AND RESPONSIBILITIES:</b></p> <ul style="list-style-type: none"> <li>• Assists with planning activities using a variety of material and equipment to improve the social, emotional, physical, creative, spiritual and intellectual development of children ages three (3) to five (5) years old.</li> <li>• Assist in evaluating the needs of individual children and help prepare activity plans to meet those needs.</li> <li>• Prepares materials and teaching aids as necessary.</li> <li>• Assists with record keeping as required.</li> <li>• Assists aides and volunteers who may visit the centre on internship or for professional development sessions.</li> <li>• Participates in professional development programmes geared towards their own personal and professional development.</li> <li>• Assists in general duties as required from time to time to maintain the efficient operations of the ECCE centre.</li> <li>• Ability to communicate effectively with others both orally and in writing.</li> <li>• Ability to identify problems, evaluate alternatives and make recommendations.</li> <li>• Ability to establish and maintain effective working relationships with others.</li> </ul>	
<p><b>KNOWLEDGE, SKILLS AND ABILITIES:</b></p>	
<p><b>KNOWLEDGE:</b></p>	<ul style="list-style-type: none"> <li>• Knowledge of the use and operation of tools, equipment/machinery in the subject area(s).</li> <li>• Working knowledge of safety practices specific to the teaching location.</li> <li>• Basic knowledge of the principles and practice of First Aid.</li> </ul>



	<ul style="list-style-type: none"><li>• Basic knowledge of the Civil Service and Public Service rules and regulations.</li><li>• Basic knowledge of the relevant computer applications.</li></ul>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"><li>• Communication skills.</li><li>• Human relation skills.</li><li>• Planning and organizing skills.</li><li>• Intermediate counselling skills.</li><li>• Basic computer skills.</li></ul>
<b>MINIMUM EXPERIENCE AND TRAINING:</b>	
<ul style="list-style-type: none"><li>• Five (5) subjects (including English A and Mathematics) - CXC General Proficiency, GCE or equivalent.</li><li>• Professional Certification (inclusive of practicum) obtained from School of Education (UWI), SERVOL or School of Continuing Studies (UWI)</li><li>• OR</li><li>• Any other training agency that is satisfactorily accredited.</li><li>• Minimum of three (3) years' experience in the field of Early Childhood Education.</li></ul>	