



<u>JOB DESCRIPTION</u> CONTRACTUAL POSITION	
JOB TITLE: Early Childhood Care and Education (ECCE) Auxiliary Assistant	
JOB SUMMARY:	
<p>The ECCE Auxiliary Assistant reports to the ECCE Administrator/Teacher and provides general support for the operations of the ECCE Centres in Tobago.</p>	
REPORTS TO:	ECCE Administrator/Teacher
SUPERVISION GIVEN TO:	N/A
DUTIES AND RESPONSIBILITIES:	
<ul style="list-style-type: none"> Assists Teacher Assistant in planning, implementing and evaluating developmentally appropriate activities for children at the Centre Assumes classroom responsibility while other staff is on break or lunch Assists in supervision and interaction with children during all activities, both inside and outside the classroom Participates in team meetings Assists in preparation for lunch Assists in preparation of classroom and classroom cleanup 	
KNOWLEDGE, SKILLS AND ABILITIES:	
KNOWLEDGE:	<ul style="list-style-type: none"> Knowledge of the use and operation of tools, equipment/machinery in the subject area(s). Working knowledge of safety practices specific to the teaching location. Basic knowledge of the principles and practice of First Aid.
SKILLS AND ABILITIES	<ul style="list-style-type: none"> Communication skills. Human relation skills.
MINIMUM EXPERIENCE AND TRAINING:	
<ul style="list-style-type: none"> Training as evidenced by a minimum of three (3) GCE 'O' Level/CXC passes including English Language, or Minimum of three (3) years as Teaching Aide or Teaching Assistant Basic Computer Literacy will be an asset 	