



SCHOOL DISTRICT NO. 10 (ARROW LAKES) JOB DESCRIPTION MANUAL

Responsible Adult (RA)

The Responsible Adult reports to the Child Care Manager and the District Lead for the Nakusp Early Learning Child Care Centre. The role of the RA is to work in collaboration with the child care team providing general care and supervision for children registered in SD10's before and after school care program for school-aged children.

Job Duties and Responsibilities

1. Implement age-appropriate activities for before and after school care in accordance with daily schedules and program objectives.
2. Guide and assist children in daily activities while fostering and encouraging positive social interactions among students.
3. Establish positive working relationships with school staff, community partners, families, and children.
4. Maintain appropriate records of attendance, all daily plans and activities.
5. Ensure all accidents/incidents are recorded, and reported in a timely manner to the Child Care Manager.
6. Ensure confidentiality of privileged information.
7. Adhere to policies and procedures, including safety requirements and emergency preparedness.
8. Establish reasonable behaviour expectations consistent with the Centre's policies and program objectives.
9. Prepare snacks and meals for children in accordance with the program objectives.
10. Assist in general housekeeping requirements.
11. Understand and act in accordance with relevant policies and procedures from the school, district, Ministry of Education, Child Care Licensing Regulation, and WorkSafeBC.
12. Perform other job-related duties as directed by the Child Care Manager or District Lead for the NELCCC.

Required Qualifications and experience

1. Grade 12 plus completion of Responsible Adult Course, or the completion of a course, or a combination of courses, of at least 20 hours duration in child development, guidance, health and safety, or nutrition.
2. Must be at least 19 years of age in accordance with the *Community Care and Assisted Living Act*, Child Care Licensing Regulations.
3. A valid First Aid Certificate.
4. A minimum of 1 year of recent experience working with youth and children.
5. Demonstrated evidence of strong communication skills (verbal, written and electronic formats) and ability to work as part of a team with colleagues, parents

and children.

6. Strong problem-solving and organizational skills with the ability to work with minimal supervision.
7. Workplace Hazardous Materials Information System (WHMIS) Certificate.