



Job Posting: Program Assistant (Casa)

Organization: Day Care Connection/Downtown Montessori (DCC/DTMS)

Location: Simcoe Place, 200 Front Street, Toronto, On M5V 3J1

DCC/DTMS may periodically alter the workplace location, in accordance with the needs of the organization.

Job Type: Part-Time, Permanent-25 hours/week

Salary: \$22 per hour

Start Date: August 31, 2026

DCC/DTMS is a community-oriented organization that provides a nurturing, child-centered learning environment. Our programs integrate Montessori principles with a commitment to inclusivity, respect, and the diverse needs of the families we serve.

We are looking for a dedicated **Program Assistant** to join our team. This role offers the chance to contribute to our vibrant, inclusive community while fostering a learning environment that aligns with both Montessori philosophy and our organizational values.

Job Summary:

Under the guidance of the Manager and through the prepared environment, the Program Assistant will contribute to the planning and implementation of a developmentally appropriate educational program for children. The Assistant will align with the school's philosophy, program statement, and policies at all times, ensuring a safe and nurturing environment that fosters learning and growth.

Summary of Qualifications:

- A strong commitment to working with children from diverse backgrounds, with the ability to relate joyfully and respectfully.
- Understanding and application of Montessori philosophy and its impact on child development.
- Knowledge and active implementation of policies and principles set by governing bodies, including the Ministry of Education (Child Care Early Years Act), CCMA, Toronto Public Health, Toronto Children's Services Assessment for Quality Improvement, DTMS internal policies, and Health and Safety standards.
- Professional work ethic, demonstrating best practices and behavior.
- Ability to implement effective classroom management techniques, current best practices, and strategies to promote positive interactions between children and adults.
- Current certification in Standard First Aid and CPR.
- Completed TB test and up-to-date immunization records.
- Clear Vulnerable Sector Police Check.
- Excellent communication and interpersonal skills.
- A strong commitment to lifelong learning and a growth mindset.
- Must be a minimum of 18 years of age.
- Ability to lift and carry children as needed.

Duties and Responsibilities – Classroom and Administrative:

- Assist in maintaining a well-prepared classroom environment with materials that address the individual and group needs of children and their families, ensuring materials are easily accessible.
- Safeguard the health and safety of all children through constant supervision, promptly identifying children who may be unwell or in need of additional support.
- Assist in keeping children’s portfolios and observation reports up to date and easily accessible.
- Support staff in monitoring children’s use of equipment and materials, ensuring proper care to prevent injury or damage.
- Conduct activities and lessons for the entire class or small groups in areas such as music, science, art, and dramatic play.
- Maintain and update required forms related to daily classroom operations, such as the Nipissing District Developmental Screen Checklist, Daily Wellness and Playground Checklists, Sleep Logs, Medication Permission Forms, Injury Reports, Attendance Verification, and Individual Schedules.
- Ensure the prescribed child-to-adult ratios are maintained at all times.
- Maintain a sanitary and safe environment, adhering to Toronto Public Health standards (e.g., frequent hand washing, daily disinfecting) and keeping documentation up to date.
- Be aware of allergies and emergency plans for all children.
- Maintain daily attendance records, tracking children’s arrival and departure times.
- Review the daily communication book and follow any requests or updates.
- Report accidents, injuries, and illnesses to the manager or designate and properly record incidents.
- Communicate regularly with parents regarding their child’s development and well-being.
- Collaborate with staff to share best practices and enhance the learning environment.
- Attend all staff meetings, taking notes if requested.
- Follow legislation regarding the reporting of child abuse.
- Keep daily and monthly time logs updated.

Communication and Networking:

- Support the diverse needs of all families and assist with a smooth transition for children into the program.
- Maintain open communication with parents about their child’s development and progress.
- Collaborate with staff daily, sharing best practices and strategies.
- Uphold confidentiality for all school-related information.
- Update daily communication boards (e.g., rest, meals, and activities) for parent awareness.
- Foster a classroom environment where respect is practiced in daily interactions.
- Participate in and help organize school events and activities as needed.

How to Apply:

Interested candidates should submit their resume and a cover letter outlining their qualifications and experience Michellel@dcc-dtms.ca by July 13, 2026.

Additional Information:

DCC/DTMS is committed to providing accommodations for candidates with disabilities, as required under the Accessibility for Ontarians with Disabilities Act (AODA). If you require an accommodation during the application or interview process, please let us know.

Please note that Day Care Connection is a recently certified CUPE workplace. Terms and conditions of employment for this position may be governed by a collective agreement.

Join us in shaping the future by nurturing the leaders of tomorrow!