



**Early Childhood Educator or Early Childhood Educator Assistant (ECE or ECA)  
Job Description and Qualifications  
2019 / 2020 School Year**

**Schedule of Work:** Monday through Friday; 8:30 am to 1:30 pm (25 hours per week) negotiable  
**Rate of Pay:** \$ 17.00 - \$ 20.00 per hour

**Job Duties:**

- Reports directly to the Early Childhood Educator (ECE)
- Assist ECE with developing and facilitating daily programs
- Build community within the room through circle time, inclusive activity, and building connections
- Provide positive guidelines such as re-directing, positive language and reinforcement
- Maintain daily attendance records, communication logs, and document children's activities
- Organize space, equipment and materials
- Effectively communicate with children, parents, fellow staff members.
- Attend staff meetings and workshops as required.
- Adheres by the Society's policies described in the Staff Handbook, and by Licensing regulations
- Maintain confidentiality regarding the staff and families in our care.
- Reports directly to our Management team.
- Other job related duties as specified in the Staff Handbook

**Qualifications**

- Early Childhood Educator or Early Childhood Educator Assistant certificate (kept current at all times)
- Knowledge of developmental stages and needs of preschool children and ability to plan programs based on these stages
- Current Standard First Aid and CPR (C), copy of First Aid Certification required.
- Criminal record check – must be in good standing
- Must be 19 years or older, as per licensing requirements.
- Positive attitude, a smile and a sense of humor!

**Working Conditions**

Each successful candidate must be able to:

- Lift a child
- Play games and activities with the children, which can include running, bending, walking, hiking, etc.
- Will be required to do some janitorial duties