

NEW ROSS Preschool Society (Day Care)

Employment Opportunity

4691 Highway 12, New Ross, NS

902-277-2533



JOB TITLE: Early Childhood Educator Assistant

REPORTS TO: Director

POSITION SUMMARY:

Assist Early Childhood Educators in the delivery, organizing and delivery of a day care program in the community of New Ross for children aged 18 months to 5 years.

MAIN DUTIES AND RESPONSIBILITIES:

Help create a warm, family friendly environment that supports the families of New Ross and surrounding area with their child care needs.

Client Services

- Support Early Childhood Educators in carrying out programs that promote the physical, cognitive, emotional and social development of children.
- Lead child-led activities by telling or reading stories, teaching songs, taking children to local points of interest and providing opportunities to express creativity through the media of art, dramatic play, music and physical activity.
- Provides an environment that protects the health, security and well-being of children.
- Guide and assist children in the development of proper eating, dressing and toilet habits.

Cooking and Provision of Food:

- This position may include planning and preparing homemade nutritious meals and snacks, clean-up, and guiding and assisting children at meal time, served family style.

Other duties as required

- Follow Centre Policies and Procedures and other Day Care requirements.
- Assists in completing paperwork and documentation.
- Assist with special events of the program and fundraising as requested.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL ATTRIBUTES:

The Early Childhood Educator Assistant should be able to:

- Provide mandatory Child Abuse Registry and Vulnerable Sector checks.
- Work collaboratively and positively with staff and families.
- Maintain confidentiality and professionalism.
- Use excellent communication skills.
- Demonstrate an eagerness to pursue professional development.
- Enjoy and work well with children.

REQUIRED QUALIFICATIONS:

The Early Childhood Educator Assistant must possess:

- Grade 12 Certificate
- Current First Aid Certification or willingness to complete ASAP.
- Experience in a day care or working with children

Hours: *Flexible Hours, Approximately 25 hours/week. Additional hours may be acquired through a split shift providing 32.5 hour total.*

Salary: *\$12.00/hr. Permanent position.*

Anticipated Start Date: *As soon as possible*

Closing date to apply: *We will interview all candidates as resumes come forward.*

We thank all interested candidates for applying. However, we will only be contacting those individuals that we wish to interview.

Please forward cover letter, resume, and three references electronically, in Adobe PDF or Word format, to Diane at nrfrnewross@hotmail.com