



Biigtigong Nishnaabeg
Children & Family Learning Centre
Early Childhood Educator Assistants (3)

Posting Date: August 4, 2020

Extended Closing Date: August 21, 2020 at noon

Under the direction of the Supervisor of Children and Family Learning Centre and ECE Educator, the Early Childhood Education Assistants are responsible for assisting in the planning and implementation, of age appropriate programs to enhance the children's cognitive, physical, social and emotional development in accordance with the Child Care and Early Years Act and program philosophy. The Early Childhood Assistant will mainly assist the certified ECE in their designated classroom and age group, with occasional alone supervision.

Although the current position is at the Children and Family Learning Centre; the successful candidates becomes an employee of the Education Department and work placement may change with notice.

Duties:

- To assist the Early Childhood Educator in the classroom
- To assist with the daily operations of the program
- Provide a daily balance of active/quiet, indoor/outdoor and individual/group activities. Implements a schedule that incorporates child-directed activity, care routines and transition times.
- Diapers and/or toilet train children as required. Change children who have soiled their clothing. Instructs and assists children in washing, dressing, toileting, eating, etc. to develop self-help skills.
- Serve lunch and snacks to feed children, ensuring adequate nourishment and that any special dietary requirements are met.
- Assist in preparing activities, crafts, circles, etc.
- Assist identified children in all areas of development
- Observe child's progress and health while maintaining confidentiality at all times.
- Act as an assistant caregiver to the learning centre participants.
- Assist with design and development of a program curriculum as per the learning centre guidelines.
- Assist the Early Childhood Educators to design and implement all aspects of the learning centre as it pertains to the identified child he/she is working with.
- Assist with the on-going operation of the learning centre
- Carry out any other duties the supervisor deems necessary.
- Follow recent COVID-19 protocol and procedures

Mandatory Qualifications:

- A secondary school graduate diploma (grade 12)
- Some formal training in the Education field
- Submit a Criminal Reference Check/Vulnerable Sector prior to employment
- Current First Aid & CPR.
- Working experience in the education field or related field

Please forward your cover letter and resume with three professional references that can attest to this field of work to:

Joni Michano
Human Resources/Payroll Coordinator
recruitment@picriver.com
Biigtigong Nishnaabeg
Heron Bay, ON
P0T 1R0
Fax: 807-229-1944

Deadline for applications is **August 21, 2020** at 12 noon