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ECE assistant

Posted by: JELLYBEAN PARK PLAYCARE INC

Posting date: 01-Oct-2024 **Closing date:** 21-Oct-2024

Education: Secondary school

Language: English

Job location: Langley

Salary: \$20.66 Per Hour

Years of Experience: 1 year

Vacancy: 1

Job Type: Full Time

Job id: CAJ3081307

Job description:

Responsibilities

Tasks

Assist early childhood educators in carrying out programs that promote the physical, cognitive, emotional and social development of children

Assist early childhood educators or supervisors in keeping records

Guide and assist children in the development of proper eating, dressing and toilet habits

Maintain daycare equipment and assist in housekeeping and cooking duties

Prepare snacks and arrange rooms or furniture for lunch and rest periods

Observe children for signs of potential learning or behavioural problems and prepare reports for parents, guardians or supervisor

- Submit written observations on children to early childhood educators or supervisors
- Discuss progress and problems of children at staff meetings
- Establish guidelines for behaviour
- Assess the abilities, interests and needs of children and discuss progress or problems with parents and other staff members
- Attend staff meetings to discuss progress and problems of children

Supervision

3-4 people

Credentials

Certificates, licences, memberships, and courses

- Child development assistant (ECE level 1)
- First Aid Certificate

Experience and specialization.

Target audience

Children

Additional information

Security and safety

Criminal record check

Transportation/travel information

Public transportation is available.

Work conditions and physical capabilities.

- Repetitive tasks
- Physically demanding
- Attention to detail
- Combination of sitting, standing, walking
- Bending, crouching, kneeling

Personal suitability

Punctuality

Efficient interpersonal skills

Excellent oral communication

Excellent written communication

Flexibility

Judgement

Reliability

Team player

Values and ethics

Honesty

Ability to multitask