



## ECE Assistant

**Posted by:** Let Me Be Me Learning Foundation

**Posting date:** 06-Feb-2025      **Closing date:** 05-Aug-2025

**Education:** Secondary (high) school graduation certification

**Language:** English

**Job location:** Nanaimo

**Salary:** \$21 Per Hour

**Years of Experience:** Fresher (less than 1 year)

**Vacancy:** 1

**Job Type:** Full Time

**Job id:** CAJ6034833

## Job description:

# ECE Assistant

## Job description:

ECE Assistant (42202)

**Employer:** Let Me Be Me Learning Foundation

**Location:** 102-595 Townsite Rd, Nanaimo, British Columbia, V9S 1K9

**Salary:** \$21.00 per hour for 30 to 35 hours per week

**Job Type:** Full Time, Permanent

**Start Date:** As soon as possible

**Language: English**

**Minimum Education: Secondary (high) school graduation certification+ ECEA Registry certification**

**Position Available: 1**

**NOC Group: 42202— ECE Assistant**

## **Job Details:**

As an ECE (Early Childhood Education) Assistant, you will play a crucial role in the classroom, supporting lead teachers and ensuring a nurturing environment for young learners. Your responsibilities include assisting with activities, maintaining safety protocols, and fostering children's social and emotional development. From preparing materials to engaging in playtime, you will be contributing to the daily routines that shape children's early educational experiences.

## **Responsibilities:**

- Assisting lead teachers in implementing lesson plans and educational activities.
- Supervising children during playtime, meals, and other daily routines.
- Maintaining a safe and clean classroom environment.
- Preparing materials and resources for educational activities.
- Supporting children's social and emotional development through positive interactions.
- Helping with transitions between activities and routines.
- Monitoring and managing children's behaviour, intervening when necessary.
- Collaborating with other staff members to ensure effective teamwork.
- Communicating regularly with parents regarding children's progress and any concerns.
- Participating in professional development opportunities to enhance skills and knowledge.
- Following licensing regulations and guidelines for childcare facilities.
- Providing assistance with administrative tasks as needed, such as record-keeping and documentation.

## **Requirements:**

- Secondary (high) school graduation certification
- Experience: 7 months to less than 1 year

To apply, please submit your resume at **office.lmbmlf@gmail.com**. We thank all applicants for their interest in this position, however, only those selected for an interview will be contacted.

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