

JOB DESCRIPTION: Early Childhood Assistant

Welcome to Two Short Storeys!

Opening January 2019

We are a full-service daycare for children 6 months to 4 years of age, committed to providing optimal care, and a safe and caring environment for children, parents, staff, students, and volunteers.

For you, we want this to be a fun and rewarding place to work, where you are encouraged to show off your best 'you' through creativity, imagination, laughter, expression, and collaboration! We work **together** to make everyday a great one.

Job Function:

An Early Childhood Assistant collaborates closely with all other members of the team and reports directly to the ECE team lead in their given classroom. You provide nurturing care and education to young children in a group setting, under the supervision of the Centre Director; in accordance with the curriculum plans and the policies, and in compliance with the Child Care and Early Years Act, 2014.

- Responsible for the constant supervision, safety and well-being of the children
- Recognizes and responds to the needs of each child by using developmentally appropriate teaching and child behaviour management techniques
- Shares in the responsibility for planning, preparing and implementing stimulating, ageappropriate activities that encourage creativity and learning
- Participates fully and consistently as a conscientious team member in caring for the children and maintains open communication with all co-workers
- Establishes and maintains regular communication with parents □ Always goes above and beyond for the children and parents

Education and Qualifications:

- Is a member in good standing of the College of Early Childhood Educators
- Experience working with junior school age or licensed primary/junior school age children (includes only children who are junior school age)
- A diploma or degree in child and youth care
- A diploma or degree in recreation and leisure services
- A member in good standing with the Ontario College of Teachers

- Experience working with children
- Well-developed interpersonal, and relationship building skills; ability to establish rapport and excellent communication with children, staff, and parents
- Valid Standard First Aid and CPR-C certification
- Up-to-date health form filled out with Ministry required immunizations □ Criminal background check (VSS)

Day Care Facility Location:

Broadview and Gerrard (Bridgepoint Hospital Site)

Hours Per Week:

Approximately 18-40 hours per week (dependent on position)

To apply:

Visit the CAREERS section of our website: www.twoshortstoreys.ca

We are an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes and work environment. If you require accommodation at any stage during the hiring process, please inform us in advance to arrange reasonable and appropriate accommodation.

Workplace Conditions & Physical Capabilities

- Licensed child care centre
- Outdoor and indoor activities required each day
- Open Monday to Friday (Closed holidays and weekends)
- Daycare hours of operation are 730a-630p

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