**Limoges Early Learning Centre**

**Early Childhood Assistant**

**Job Posting**

Limoges Early Learning Centre is a new centre opening in the village of Limoges, Ontario.

Recognizing the need for quality early learning programs that families can count on, in our ever-growing community, LELC will strive to deliver just that.

Are you a dedicated Early Childhood Educator with a passion for teaching young children?

Would you enjoy being part of a dynamic team, delivering high-quality learning opportunities to children and supporting families?

If you are looking to join a fun, supportive and energetic team that works toward helping children, families and community, consider joining our team.

Reporting to the Director, the Early Childhood Assistant assists to implement our Child Care Program in accordance with the Program Statement. They promote the cognitive, social, physical and emotional well-being and development of the children under the guidelines of How Does Learning Happen? Ontario’s Pedagogy for the Early Years, the Early Learning Framework and the Child Care and Early Years Act (CCEYA). The Early Childhood Assistant provides support and guidance when dealing with behaviour issues. Additionally, the Early Childhood Assistant is responsible to ensure co-operation amongst co-workers in providing diverse basic care needs including supplying proper nutrition and performing cleaning duties.

COMPETENCIES:

• Knowledge of child development.   
• Organizational, interpersonal and communication skills.   
• Problem solver and proactive thinker.   
• Effective time-management and multi-tasker.   
• Ability to work both independently and in a team environment.   
• English/French – written and oral   
• Experience with special needs children will be considered an asset.

JOB DUTIES:

• Establishes and implements the program statement in partnership with the Director, RECE and Co-workers.   
• Maintains equipment and reports deficiencies   
• Acts as an appropriate role model.   
• Assists RECE in carrying out programming.   
• Participates in the supervision and training of students, volunteers, and substitute staff. • Monitors the health and safety of the program, children, and staff.   
• Assists to maintain accurate records.   
• Recognizes and responds to the needs of the group and the individual.   
• Lead activities by telling or reading stories, teaching songs and taking children to local points of interest.   
• Encourages children to express creativity through the media of art, dramatic play, music and physical activity.   
• Recognizes, respects, and responds to diversity within the program.   
• Runs program errands as required to purchase program supplies and equipment within the established budget.   
• Serves nutritious snacks to the children using proper food handling techniques and following food restrictions and allergies.   
• Ensures positive communication with families through regular verbal and written contact regarding the program and the children.   
• Guide and assist children in the development of proper eating, dressing and toilet habits.   
• Maintains play environments, kitchen and storage areas in organized clutter-free and sanitary condition.   
• Assists with laundry, toy/equipment disinfecting.   
• Attends meetings and training as required.   
• Interacts, collaborates and consults effectively with other programs.   
• Functions effectively as a team member.   
• Prepare snacks, meals and arranges room or furniture for lunch and rest periods.   
• Demonstrates flexibility and openness to change.   
• Demonstrates effective problem-solving skills.   
• Maintains a professional appearance, demeanour, and attitude at all times.   
• Maintains a high level of confidentiality in all interactions.   
• Protects the health and safety of others by adopting safe work practices and reporting unsafe conditions immediately.   
• Ensures compliance with the CCEYA, provincial regulations and agency policies, procedures and best practices.   
• Performs other reasonable duties that may be assigned.

QUALIFICATIONS:

• High school diploma.   
• Early Childhood Assistant certificate and knowledge of child development would be considered an asset.  
• Experience in a group childcare program; previous experience working with Toddlers, Preschool and School Age children will be considered an asset.   
• Adequate energy and ability to meet the physical demands of the job.   
• Valid first aid and CPR level C certification, including infant and child.   
• Satisfactory vulnerable sector check.   
• High level of integrity and work ethic.   
• Expected that staff will participate in professional development opportunities.  
• Must be able to work flexible hours.

WORK CONDITIONS:

• Working in different environments with frequent interruptions including a busy classroom environment, outdoors and various community sites.   
• Extended periods of standing.   
• Ability to work within a child-friendly environment, including on the floor, working at child-size furniture, or play structures.   
• Lifting and carrying moderately heavy items (up to 50lbs).   
• Extensive lifting, bending and stretching.   
• Ability to communicate effectively to parents   
• Interaction with employees and management.   
• Occasional overtime.   
• Exposure to infectious waste or illnesses.

SALARY AND BENEFITS:

Salary Range:   
$20.00 - $23.00 per hour with increases as per our compensation policy. This position qualifies for our competitive vacation leave (starting at 3 weeks/year), sick leave, and PD Days.

Hours of Work:   
This position is 35 hours per week – Monday to Friday 6:00am – 6:00pm (rotating shifts) Please note that while we appreciate your interest in the position, only applicants who are short listed for an interview will be contacted. Limoges Early Learning Centre is committed to providing a barrier-free work environment in concert with the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code. As such, Limoges Early Learning Centre will make accommodations available to applicants with disabilities upon request during the recruitment process. Limoges Early Learning Centre strives to ensure that its employment practices are free from direct and indirect discrimination and is committed to upholding the human rights of those participating in the hiring process. In pursuit of this commitment, Limoges Early Learning Centre will not condone or tolerate any acts of discrimination or harassment under any of the grounds protected under human rights legislation. This commitment extends to the hiring process and throughout the course of employment.

To apply, please send resume and cover letter to the attention of the Director to [directorlelc2024@gmail.com](mailto:directorlelc2024@gmail.com) before Friday, September 20, 2024 at 5:00PM.