



## Job Posting - Little Wings Childcare Centre Early Childhood Educator Assistant

The Little Wings Childcare Centre is located at 22 Wing North Bay. The Centre is provincially licensed centre which provides child care to Canadian Forces personnel and their families. We are currently seeking an Early Childhood Educator Assistant. The Educator is responsible for designing and implementing the curriculum as per the How Does Learning Happen document.

### Qualifications

- Awareness of developmental needs of children ages 0 – 12 years
- Flexibility and dependability
- Ability to work in a team environment

### Responsibilities

- Able to organize and implement a developmental appropriate curriculum
- Able to meet the needs of individual children
- Excellent oral and written communication skills
- Maintain a high standard of cleanliness

### Additional Requirements

- Criminal Reference Check with Vulnerable Sector Screen
- Updated immunization records
- First Aid/CPR C Certificate

### Job Duties

- Maintain regular attendance and punctuality
- Promote children's individual development while maintaining their self esteem
- Report any concerns, accidents, illnesses or serious occurrences to the Supervisor within a limited time frame
- Ensure operational policies and procedures are implemented according to licensing and regulatory requirements
- Recognize and respect family child-rearing practices and their culture
- Maintain accurate records and report any deficiencies
- Communicate with staff about children's individual needs such as allergies
- Communicate with staff about upcoming special events
- Ensure that cleanliness of the classroom while monitoring the supplies needed
- Provide the Supervisor with support to make informed decisions regarding the Centre
- Attend regular monthly staff meetings while contributing to the ongoing operation of the Centre
- Maintain a professional attitude and behaviour

### Position Term

- Part-time, Casual
- Casual hours depending on week
- Starting wage is \$15.00 to \$16.15 per hour + \$2.00 available funding

### COVID-19 considerations

- Mask, gloves, gown, face shield

Please submit your resume by email: [Leanna.northbaymfr@gmail.com](mailto:Leanna.northbaymfr@gmail.com)  
Attention: Leanna Neault, Little Wings Childcare Centre Supervisor