

TITLE: EARLY CHILDHOOD EDUCATOR (ECE) ASSISTANT

QUALIFICATIONS:

1. **Completion of Grade 12 graduation and Early Childhood Educator Diploma and valid Early Childhood Educator License to Practice.**
2. Ability to work under the direction of the Early Learning Principal, and collaboratively with a number of school district programs and community partners
3. Knowledge of child development and the Early Learning Framework and Early Learning researched effective resources
4. Successful experience in a variety of Early Childhood Education settings, working with diverse populations
5. Training and experience in computer programs and ability to update websites.
6. Strong verbal and written communication skills
7. Good organization and planning skills
8. Knowledge and understanding of Aboriginal culture, as well as historic and present issues facing Aboriginal communities and confidence to advocate
9. Cooperative, courteous, flexible, good natured, and concerned with being helpful and making a good impression
10. Current First Aid training and certification.

RESPONSIBLE TO: District Principal or Administrator

SUPERVISES: N/A

PROGRAM GOAL: The temporary ECE position will update Early Learning district information and create a school Early Learning overview of programs related to elementary schools. Order and update program resources where applicable. Assist with Early Learning events, promotion, and program material updates. Be actively involved at the school and community level.

PERFORMANCE RESPONSIBILITIES:

1. Support the Strong Start program organization.
2. Attend Strong Start program meetings.
3. Develop and maintain positive working relationships with parents and community partners by attending partner group initiatives where applicable.
4. Update and/or set-up Ready, Set, Learn program materials and overview, resources and supplies.
5. Confidence using current computer programs available in SD62.
6. Create advertisement materials and advertise SD62 Early Learning programs effectively.
7. Website information updates where applicable using SD62 IT programs systems.
8. Assist with Ready, Set, Learn gala events and smaller events in all areas of organization.
9. Work in a variety of settings.

TERMS OF EMPLOYMENT: Ten months per year.