

ECE Assistant

Posted By: JELLYBEAN PARK PLAYCARE INC

Location: Langley

Salary: \$20.66 Per Hour

JOB ID : RJ4125400

Posting Date : 02-Jan-2025

Expiry date : 22-Jan-2025

Education : Secondary school

Language : English

Vacancies : 1

Years of Experience : 1 year

Job Type : Full Time

Job Description

Responsibilities

Tasks

Assist early childhood educators in carrying out programs that promote the physical, cognitive, emotional and social development of children

Assist early childhood educators or supervisors in keeping records

Guide and assist children in the development of proper eating, dressing and toilet habits

Maintain daycare equipment and assist in housekeeping and cooking duties

Prepare snacks and arrange rooms or furniture for lunch and rest periods

Observe children for signs of potential learning or behavioural problems and prepare reports for parents, guardians or supervisor

Submit written observations on children to early childhood educators or supervisors

Discuss progress and problems of children at staff meetings

Establish guidelines for behaviour

Assess the abilities, interests and needs of children and discuss progress or problems with parents and other staff members

Attend staff meetings to discuss progress and problems of children

Supervision

3-4 people

Credentials

Certificates, licences, memberships, and courses

Child development assistant (ECE level 1)

First Aid Certificate

Experience and specialization.

Target audience

Children

Additional information

Security and safety

Criminal record check

Transportation/travel information

Public transportation is available.

Work conditions and physical capabilities.

Repetitive tasks

Physically demanding

Attention to detail

Combination of sitting, standing, walking

Bending, crouching, kneeling

Personal suitability

Punctuality

Efficient interpersonal skills

Excellent oral communication

Excellent written communication

Flexibility

Judgement
Reliability
Team player
Values and ethics
Honesty
Ability to multitask

To apply for this job vacancy, please send your resume along with a cover letter and a reference letter from your previous employer to the following email: jellybeanparkchild@outlook.com

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