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## ECE assistant

**Posted by:** JELLYBEAN PARK PLAYCARE INC

**Posting date:** 12-Nov-2024      **Closing date:** 02-Dec-2024

**Education:** Secondary school

**Language:** English

**Job location:** Langley

**Salary:** \$20.66 Per Hour

**Years of Experience:** 1 year

**Vacancy:** 1

**Job Type:** Full Time

**Job id:** YJ3703101

## 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