

# **Job Title: Substitute Early Childhood Educator or Early Childhood Educator Assistant**

**Location:** Lil' Dancing Owls Educational Daycare - 1896 Tronson Road, Kelowna (Glenmore area)

**Program:** Multi-Age Licensed Daycare Facility – providing quality care and learning for children 18 months to 5 years old

**Date posted:** May 31, 2018

**Start date:** As soon as possible

**Closing date:** When filled

**Hours of Work:** 20 hours – 35 hours per week – varies depending on scheduling

**Work Days:** casual, on call, lots of hours in the summer

**Hourly Rate:** TBD based on experience

## **Key duties and responsibilities:**

- Ensure Lil' Dancing Owls' philosophy, policies and procedures are observed at all time
- Cover lunch breaks for other team members
- Take over a classroom when other teachers are on holidays
- Develop positive relationships and open communication with children, family members, and other staff members.
- Share with other team members the tasks of maintaining the centre's cleanliness & orderliness

## **Qualifications / Requirements:**

- Early Childhood Education Certification or Early Childhood Education Assistant Certification with License to practice
- Current first aid certificate
- Knowledge of Community Care Licensing regulations
- Must be physically and mentally able to work and care for children in a child care environment
- Ability to provide care and supervision for a maximum of 8 children at a time
- Clear Criminal record check
- Successful References check – 3 reference letters required
- Excellent communication and interpersonal skills
- Self-motivated and enthusiastic
- Work well in a team environment as well as individually

This position is very suitable for candidates that are just starting out in their ECE career who wants to have some experience in a daycare setting, or for somebody who loves to work with children, but do not want a full time position. Depending on the candidate's experience and desire, this position may also lead to a full time position in the future.

## **Please send resume to:**

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