

**REGISTERED ECE OR ECE ASSISTANT**  
**TERM POSITION (UNTIL APPROXIMATELY June 25, 2021)**  
**BASED IN RED LAKE, ONTARIO**  
**COMPETITION #CC 21-22**

Dedicated to improving lives, the Kenora District Services Board (KDSB) is the integrated service delivery agency providing help and support when you need it. With forward thinking and engaged employees, we deliver Ontario Works, Social Housing, Early Learning and Child Care, and Land Ambulance to current and future clients.

We are currently seeking to hire a **Registered ECE or ECE Assistant** for a **term position** (until approximately June 25, 2021) located in **Red Lake, Ontario**. The regularly scheduled hours of work would be 8 hours/day, between the hours of 7:30AM – 530PM (exact schedule would be based on program needs).

Reporting to the Registered Early Childhood Educator in Charge, the Registered ECE/ECE Assistant is responsible for providing care and supervision to children ages 0 – 12 years, through the planning and implementation of a program conducive to their emotional, physical, social and intellectual development.

**Key responsibilities include:**

- Supervise children in both indoor and outdoor settings, while monitoring the moods of individual children, and meeting their emotional needs with appropriate action.
- Assist children in maintaining correct hygiene procedures, changing soiled clothes, and assist children in mastering basic self-sufficiency skills such as dressing and personal hygiene.
- Implement programming based on the “*How Does Learning Happen?*” document, ensuring that the Four Foundations for Learning and Development (Belonging, Well-Being, Engagement and Expression) are being met.
- Remain up-to-date on the special needs and parental directives related to child care, including allergy and medical plans.
- Ensure all toys, equipment and furniture remain clean, organized, and in good working condition, and report any issues to the Early Years Quality Assurance Coordinator.
- Administer First Aid as required, and fill out correct forms as per policy guidelines.
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**Successful candidates will have:**

- One (1) year experience in a childcare setting
- First Aid, including Infant and Child CPR
- Up to date immunization record, including TB skin test

**Qualifications will include:**

- Registered with the College of Early Childhood Educators, or completion of High School Diploma
- A satisfactory Police Vulnerable Sector Check must be provided
- A valid Ontario Class G (or equivalent) driver’s license
- Must have the ability to work on PD Days and school holidays.

The starting hourly wage for this position is \$23.67 - \$28.39 (Wage dependent on qualifications. External term employees will be paid 90% of the applicable job rate for the first 30 days worked, in accordance with the Collective Agreement). Interested applicants are invited to submit a cover letter and resume, by email, referencing the competition number in the subject line of the e-mail, on or before **May 3, 2021 at 4:00 PM local time** to the:

Human Resources Department  
Kenora District Services Board  
Email: hr@kdsb.on.ca

Confidential information provided by applicants will be used for the purpose of this competition only and will be protected in accordance with the *Municipal Freedom of Information and Protection of Privacy Act*.

**While all responses are appreciated, only those applicants selected for an interview will be contacted.**  
**The KDSB is an equal opportunity employer**