

# INTERNAL EMPLOYMENT OPPORTUNITY

## REGISTERED ECE OR ECE ASSISTANT

### TERM POSITION – RED LAKE

COMPETITION #CC 21-47

Only applicants from current KDSB employees will be considered for internal jobs postings.

<b>DEPARTMENT:</b>	Early Years
<b>STATUS:</b>	Term position
<b>LOCATION:</b>	Within the Red Lake Early Learning Centres.
<b>START:</b>	Immediate until approximately August 30, 2021 (possibility for extension).
<b>HOURS OF WORK:</b>	Monday to Friday, 8 hours per day. Additional hours beyond the normal daily and/or weekly scheduled hours may be required from time to time depending on workload.
<b>SALARY SCALE:</b>	Hourly wage in accordance with the Collective Agreement.
<b>DATE POSTED</b>	July 8, 2021

#### POSITION DETAILS:

Reporting to the Registered Early Childhood Educator In Charge, the Registered Early Childhood Educator/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.
- Inform parents/guardians regarding their children's needs and schedules, and respond to parent/guardian questions and concerns.
- 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 Registered Early Childhood Educator In Charge.
- Administer First Aid as required, and fill out correct forms as per policy guidelines.

#### Successful candidates will have:

- One (1) year experience in a child care 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 Driver's license is required.

The above is not a fully comprehensive description of the position. For a full description of this position, please request a copy of the job description from your Manager.

**HOW TO APPLY:** Interested candidates are invited to submit a letter of intent, by email, referencing the competition number in the subject line of the e-mail, on or before **July 15, 2021 at 4:00pm local time** to the:

Human Resources Department  
Kenora District Services Board  
Email: [hr@kdsb.on.ca](mailto:hr@kdsb.on.ca)