



#### Baker's Corner ECE Assistant Job Description:

Baker's Corner Preschool in Coquitlam is looking for a kind, caring, enthusiastic, creative and reliable early childhood education assistant starting September 2018. Baker's Corner is a not-for-profit, parent involvement preschool. Our organizational structure includes a parent executive board; the teachers and parents work together to manage and run the preschool. Panel interviews will be conducted in May. After the initial interviews, successful candidates will be required to participate in a working interview that would take place during our preschool class. This is a part time morning position of 20 hours per week and pay is based on a merit scale.

#### Responsibilities include :

- Responsible for the supervision and safety of children enrolled in the program with the ECE supervisor
- Provide positive guidance & redirection to children
- Work together with the supervisor to plan, carry out, and assess developmentally appropriate activities and experiences in accordance with accepted practices of Early Childhood curriculum
- Help ensure that the school is maintained in a neat, organized, and safe manner.
- Plan and communicate with parents regarding special events, field trips, etc.
- Track children's attendance records. Check for telephones messages.
- Conduct respectful and cooperative interactions with parents
- Conduct respectful and cooperative interactions with supervisor

#### Qualifications:

- Early Childhood Educator License to Practice in BC required or Early Childhood Educator Assistant License to Practice in BC
- Current First Aid and CPR required
- A clear Ministry of Justice Criminal Record Check with Vulnerable Sector Screening required
- Experience working with children in a child care/recreation setting
- 2-3 references
- Strong written and verbal and communication skills

To Apply: Please send a cover letter and resume to:

[bakerscornerp@gmail.com](mailto:bakerscornerp@gmail.com)