

## **Baker's Corner Preschool Part Time ECE Assistant**

*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 (CPPPBC).*

**Position start date:** September 4th, 2018

**Contract Duration:** September 2018 until June 2019\*

\*Contracts are signed annually. We strive to have teachers continue with the program and hope to renew contracts each year.

**Hours of Work:** Monday to Friday 8:45am-12:45pm

**Contract:** standard CPPPBC contract, based on qualifications (pay range \$15.25-19.12/h)

**Benefits:** After a three month probation, benefits are paid at \$65/month for the duration of the contract. An additional 4% vacation pay is also provided.

Vacation during Christmas Break and Spring Break. All statutory holidays are paid.

### **Responsibilities include :**

- Providing supervision and assuring the safety of children alongside the supervisor
- Providing positive guidance & redirection to children
- Working with the supervisor to plan, carry out, and assess developmentally appropriate activities and experiences in accordance with accepted practices of Early Childhood curriculum
- Helping assure that the school is maintained in a neat, organized, and safe manner.
- Planning and communicating with parents regarding special events, field trips, and curriculum
- Tracking children's attendance records. Check for telephones messages.
- Conducting respectful and cooperative interactions with parents and supervisor

### **Qualifications:**

- Early Childhood Assistant Certificate or Basic ECE required
- Current First Aid and CPR Certificate
- Ministry of Justice Criminal Record Check with Vulnerable Sector Screening required
- Experience working in a child care/recreation setting, preferably 2-3 years minimum
- Three references, including one previous employer
- Strong written and verbal and communication skills
- To apply please send a ***brief cover letter and resume*** to **presidentbcpreschool@gmail.com**
- Our preschool is located within Parkland Elementary (1563 Regan Ave, Coquitlam, V3J 3B7)
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