

**Early Learning Childcare Worker,**

**Preschool Teacher**

**Little Blue Learning Centre**

**Salary:** $21.95- 36.62/hour, Depending on ELCC Level

**Title: ELCCW**

**Responsibilities**:

* Ensure the health, safety, and progress of each child
* Guide children in play and routine, give appropriate help, suggestions, direction, and encouragement
* Prepare and deliver child based programming
* Encourage positive behaviour, sharing, expression of feelings, respect for others
* Plan and execute daily programming appropriate to children’s developmental stages, submit programming plan for approval
* Give children personal attention, watch for safety hazards
* Satisfy child’s developmental needs by reading, playing, and engaging in planned activities throughout the day
* Greet each parent and child daily upon their arrival
* Ensure children maintain proper hygiene
* Provide information to parents regarding their child’s experience and development
* Prepare room for arrival of children, maintain organized, clean, and functional area
* Maintain neat, orderly, clean working environment including all activities areas and washrooms

Maintain confidentiality of all information related to the Centre, the children, families, and staff

* Model best practices in child care
* Maintain ethical, responsible, professional relationship with families and staff
* Attend and participate in staff meetings
* Informally report on progress of each child’s development
* Participate in monthly fire drills, perform emergency duties as needed, including First Aid
* Read, understand, and adhere to relevant Acts, Regulations, Bylaws, Policies, and Procedures
* Maintain up to date knowledge of current early childhood education practices

**Conditions of Employment**:

* Maintain valid First Aid Certificate
* Enrollment in an ELCC class or have level designation.
* Doctor’s note approving work ability
* Clean Criminal Reference Check with Vulnerable Sector Clearance

**Contact:** Sue Lancaster- Director, [littlebluelearningcentre@gnail.com](mailto:littlebluelearningcentre@gnail.com)

* 993-5167

