



Position Description

Position: Early Childhood Educator Assistant

Purpose

The Early Childhood Educator Assistant helps the Early Childhood Educator in planning and implementing a half-day preschool program for children 3-5 years old, in creating a nurturing environment that connects children and families with Jesus and builds a foundation for future school and learning.

Responsibilities:

Mid-week Preschool (90%)

- Assists the Early Childhood Educator in developing and implementing curriculum, learning invitations and daily teaching plan to build foundational skills and knowledge.
- Establish and maintain positive relationships with students, their families and other service providers in the program.
- Support children's learning through a strength-based approach, learning about their individual abilities, needs and interests.
- Reviews and implements standards, policies and procedures of the church and licensing bodies (AHS, Childcare Act, etc.), to maintain the safety and well-being of the children in the program.
- Organize supplies, work on activity preparation and complete setup and clean up tasks during group activities led by Early Childhood Educator and alongside Early Childhood Educator before and after daily program hours.
- Utilize opportunities to connect children to Jesus through prayer, activities and interactions.
- Assist with field trips and special events that may be outside of regular hours (i.e. parent orientation, Advent event, parent/ child night, graduation picnic)

Other (10%)

- Participate in church staff meetings and/ or chapels as required.
- Other relevant tasks as required

Accountable to:

Early Childhood Educator

Work Hours:

Monday to Friday

8:15-11:45 am

18.5 hours per week