

### **Job description**

Alderwood House School (London Location) is looking to hire one (1) Early Childhood Education Assistant (ECEA) for our outdoor early learning program.

Our ECEA positions are entry-level teaching positions in classrooms for children aged 3-5. At minimum, you must possess an ECEA license, a valid work permit, and be located in the lower mainland. Previous experience in a childcare setting is preferred.

This position will be located at our London location at 140-6231 London Road, Richmond BC V7E 6T3, with offsite locations close by and around Richmond, BC.

Please note that you will be outside for 4-9 hours each day, in all weather. If you do not like being outside, this is not the position for you.

### **Terms of employment**

This position will be permanent and full time.

This position requires an ECEA license at the time of hiring.

### **Wages**

Compensation is \$20.50 per hour. Typical work hours are 8:00-16:00, 4 days per week. Yearly completion bonuses add \$1-2 per year, based on performance.

### **Main Duties**

The Assistant Educator will:

- 1) Support the Educator(s) to lead children in daily activities in an engaging and safe outdoor environment for 4-9 hours each day;
- 2) work with an Educator to develop and deliver curriculum that acknowledges and stimulates the physical, social, and emotional needs and development of each child. This will include child involvement in problem-solving, mindfulness, emotional literacy, stories, music, and art;
- 3) protect the physical and emotional safety of each child, referring to trauma-informed practices where applicable;
- 4) help to model clear communication, healthy eating habits, and safe toilet and dressing procedures;
- 5) prepare and maintain a high degree of safety and cleanliness in the lunch and rest areas and with the shared equipment. This procedure will include daily safety checklists;
- 6) document child experiences throughout the day and communicate these with parents and fellow teachers;
- 7) record and share physical and social incidents with other staff and parents, where applicable, and keep records of such incidences;
- 8) participate in staff meetings to address issues and developments for individual children and groups to facilitate ongoing improvements to the childcare environment.

**Benefits**

Medical, dental and extended vacation benefits are available, as per our collective agreement, as outlined below:

The employer shall pay 50% of the premium costs for all eligible regular employees who work 30 hours or more, for the following benefit plans:

- 1) Extended Health Benefits
- 2) Dental Plan
- 3) Group Life and Accidental Death and Dismemberment

**Other requirements:**

- 1) Basic CPR and First Aid Certification, with Wilderness First Aid preference
- 2) English language fluency

**Contact information**

Please send a cover letter and copy of your resume to  
alderwoodinformation@alderwoodhouse.com