



Schoolhouse Playcare Centres of Durham

Program Assistant Job Postings

(Partially funded through Resource for Exceptional Children and Youth)

Work Term:	Contract
Program:	Schoolage
Location:	Various (Cadarackque, Captain M. Vandebos, Fallingbrook, Julie Payette, Sir Samuel Steele, Whitby Shores, Williamsburg)
Schedule:	Monday – Friday [15 hours to 20 hours a week]
Salary:	\$16.07 (base rate) plus 4% vacation pay
No. of positions:	Multiple

Duties and Responsibilities:

- Support the Registered Early Childhood Educator in providing a challenging and rewarding experience in an environment that supports each child's unique needs and strengths
- Facilitate daily experiences for children that promotes each child's physical, emotional, cognitive, social and creative development, using applicable observation tools
- Ensure a safe, secure and nurturing environment
- Work as a partner with parents in their children's care
- Treat all children and families with respect
- Provide positive reinforcement and encouragement to help children develop positive self-esteem, pride, respect and an understanding of both themselves and others
- Commitment to further the development and implementation of an emergent curriculum program and maintaining a professional environment

Qualifications:

- Demonstrated ability to work collaboratively in a team environment
- Ability to communicate effectively with parents, colleagues and children
- Enthusiasm and initiative a must
- Knowledge in emergent curriculum is an asset
- Previous experience in a licensed childcare program, specifically with Schoolage children is an asset
- Current Standard First Aid and CPR Level C training

Closing Date: February 9, 2018 (no later than 4:00 pm)

Submissions:

1. Cover Letter
2. Up-to-date resume
3. Internal applicants should include (Internal Application Form and the Performance Overview, completed by your Supervisor)

PLEASE SUBMIT APPLICATION PACKAGES TO CAREERS@SCHOOLHOUSEPLAYCARE.CA ANY QUESTIONS PLEASE CONTACT LOJINI SUBENDRAN @ 905 728 7740 EXT. 7