



JOB OPPORTUNITY

Ska:na Family Learning Centre

requires

Educator Assistant – (Part-Time)

LOCATION: Chatham & Wallaceburg, ON

START DATE: TBD

SUPERVISION: Employed by SFLC, responsible to the policies and directions as determined by the Floor Supervisor and the Child Care Program Manager.

FUNCTION: To assist with the delivery of a high quality, holistic, culturally relevant, and individualized early years programs to meet child development goals. To ensure that the educational program is linguistically and developmentally appropriate, recognizing child differences pertaining to age, ability, culture, and learning styles.

JOB SPECIFICATION:

1. To coordinate program component requirements, such as planning, managing, and instructing events and activities;
2. To collaborate with colleagues in a team-teaching atmosphere;
3. To ensure accurate records are kept daily, anecdotal note taking, and including all relevant matters;
4. Organize and maintain play equipment ensuring areas are clean, safe and orderly;
5. To support and train relief staff or practicum students, as required;
6. Ensures adherence to the CCEYA;
7. Other relevant duties as assigned.

QUALIFICATIONS:

1. **Educator Assistant** diploma from an accredited Program preferred;
2. Some experience working with children and youth preferred.
3. Able to work independently and as part of a team.
4. Knowledge of Aboriginal and diverse culture(s) common to area an asset.
5. Some knowledge of the High/Scope Framework Approach.
6. Excellent planning and communication skills, strong computer and interpersonal skills.
7. Experience working with young children and their families.

SUBMIT RESUME TO:

Ska:na Family Learning Centre
Attn: Educator Assistant (Specify preferred location)
2-1699 Northway Avenue,
Windsor, ON N9B 3L8
OR
Email: info@skanaflc.com
OR
FAX: (519) 948-1493

DEADLINE FOR APPLICATIONS: **Friday, August 20, 2021**

We thank all applicants for applying, however only those selected will be contacted for an interview.

Ska:na Family Learning Centre is an equal opportunity employer.