



# JOB OPPORTUNITY

## Ska:na Family Learning Centre

requires

### Education Assistant – CASUAL

**LOCATION:** 295 Essex St. Sarnia, ON

**START DATE:** TBD

**SUPERVISION:** Employed by Ska:na FLC, responsible to the policies and directions as determined by the Early Years Program Lead and/or EarlyON Advocate.

**FUNCTION:** To assist with the delivery of a high quality, holistic, culturally relevant, and individualized early years program 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 classroom and education component requirements, such as planning, managing, and instructing classroom activities;
2. To collaborate with teachers and staff 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: Sarnia EA Posting  
1684 Ellrose Ave.,  
Windsor, ON N8Y 3X7**

**Email: [info@skanaflc.com](mailto:info@skanaflc.com)**

**FAX: (519) 948-1493**

**DEADLINE FOR APPLICATIONS: Ongoing**