

Internal/External Job Posting

POSITION:	Preschool (One-on-One) Inclusion Early Childhood Educator Assistants
SALARY:	\$27.28 per hour + 14% in lieu of benefits = \$31.09 per hour! <i>In addition to the above wage, WSPR participates in the Early Childhood Educator Wage Enhancement (ECE-WE) and all staff who hold a valid <u>ECE</u> working in licensed childcare receive the additional \$6.00 per hour paid on hours worked.</i>
CLASSIFICATION:	JB07, Program Instructor V
HOURS OF WORK:	September 2026 through June 2027 with anticipated shifts as follows: • Monday, Wednesday, Friday from 9:00AM to 2:00PM • Tuesdays & Thursdays from 9:00AM to 2:00PM Hours are based on operational requirements. Opportunities for subbing in other program areas may become available.
STATUS:	Auxiliary
CLOSING DATE:	August 4th, 2026, at 12:00PM
COMPETITION #:	26-56

SUMMARY: West Shore Parks & Recreation is seeking up to two dedicated One-on-One Inclusion Early Childhood Educator Assistants (ECEAs) to support the successful participation of children with additional support needs in our preschool program. In partnership with the child's support specialist, this position will provide individualized support and help foster a safe, inclusive, and enriching experience where every child can learn, participate and thrive. The ideal candidate will be able to manage multiple responsibilities, communicate effectively with children, families, staff and use sound judgment and initiative to address challenges as they arise.

In addition to great wages, employees receive access to counselling, and a staff facility pass which provides drop-in use of the weight room, fitness classes, skating, the pool and our 9-hole golf course.

JOB DUTIES & ACCOUNTABILITIES

- Facilitate participation and adapt activities as required for a child requiring additional support.
- Encourage independence where appropriate and assist in developing child's self-confidence.
- Provide a balance of active and passive activities in a safe indoor and outdoor environment.
- Establish and maintain effective working relationships with parents, children, daycare staff, supervisor, and staff from the Queen Alexandra Foundation.
- Responsible for completing any necessary written documentation of the child's progress as part of their designated care plan.
- Assist with toileting duties as needed.
- Assist instructors with developing and coordinating the monthly program schedule to promote social experiences.
- Promote and deliver safe, healthy, positive interactions, communications, diversity and learning opportunities.

- Promote and enhance creative ideas in all program areas such as arts & crafts, dramatic play, music appreciation, science and nature, and sports.
- Ensure the safety and general well-being of the supported child at all times.
- Ability to problem-solve minor issues independently, conferring with supervisor regarding progress concerns and recommendations.

QUALIFICATIONS

- Must have a valid Early Childhood Educator Assistant (ECEA) certificate.
- As a licensed care program, candidates must be 19 years of age.
- Emergency First Aid with CPR C/AED certificate is required.
- Experience working with children with disabilities or additional support needs.
- Minimum of 180 hours of direct experience planning and implementing programs for preschool children in a licensed childcare or recreation setting.
- Ability to problem-solve, seek solutions, work independently and as part of a team.
- Outgoing and energetic personality.
- Ability to provide a safe and healthy environment.
- Excellent customer service, interpersonal and public relations skills required.
- Skills, knowledge and experience with specific areas such as physical literacy, arts & crafts, and drama are required.

A clear and current criminal record check (employer initiated) is a condition of employment and is the financial responsibility of the successful candidate.

APPLICATIONS

Resumes and cover letters quoting competition **26-56** to be received prior to **August 4th, 2026**, at 12:00PM.

Applications must be submitted directly through the job posting on our [Job Opportunities webpage](#).

This is a union position. Only those candidates under consideration will be contacted.

Posted: July 17th, 2026