

Internal/External Job Posting

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| POSITION: | Preschool (One-on-One) Inclusion Early Childhood Educator Assistant |
| SALARY: | \$27.28 per hour + 14% in lieu of benefits = \$31.09 per hour! <i>In addition to the above wage, WSPRS 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: | Tuesdays and Thursdays from 9:00AM to 1:00PM January through June 2026. Opportunities for subbing in other program areas may become available. |
| STATUS: | Auxiliary |
| CLOSING DATE: | December 31st, 2025, at 12:00PM |
| COMPETITION #: | 25-92 |

SUMMARY: West Shore Parks & Recreation is seeking an exceptional Early Childhood Educator Assistant (ECEA) Inclusion Support Leader to facilitate and integrate a child with additional support requirements into our preschool program. The ideal candidate must have the ability to multi-task, communicate with parents, staff and children in a friendly and effective manner, and should possess independent judgement and demonstrate initiative in resolving problems.

In addition to great wages, we offer an additional 14% in pay, per hour, in lieu of benefits; access to counselling; a staff facility pass which provides drop-in access to the weightroom, fitness classes, skating, pool, as well as the ability to play on 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.
- 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.
- Current Emergency First Aid with CPR level C/AED certificate 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 **25-92** to be received prior to **December 31st, 2025**, at 12:00PM.

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

Posted: December 12th, 2025