



Early Childhood Education Assistant Job Description

The ECE Assistant will provide quality, inclusive preschool services by participating in the planning and implementation of the curriculum under the guidance of the Lead Early Childhood Education Teacher. The Early Childhood Education Assistant reports to and is supervised by the Lead ECE Teacher. The DCS is an equal-opportunity employer. **Fluency in American Sign Language is required.**

The ECE Assistant will:

Establish and maintain a safe and healthy environment in the preschool.

- Assist with establishing and maintaining an environment for children which is clean, safe, stimulating, and appropriate for each child's developmental level and communication needs.
- Assume a share of the housekeeping responsibilities, including cleaning toys and equipment and laundering dishcloths and other articles of fabric
- Organize space, equipment and materials before activities
- Follow the licensing requirements for maintaining health records, and update self on a daily basis as to children's allergies, special conditions or other pertinent information
- Monitor the classroom for hazards and take preventative action as required
- In the absence of the Lead ECE Teacher, co-lead with other ECE Staff

To provide positive guidance to children in the preschool

- Provide positive guidance such as active attending, redirection, problem solving, setting appropriate limits and model language & communication strategies
- Interact with children in accordance with the developmentally appropriate Early Childhood Education practices
- Provide an environment that fosters the development of self-esteem and identity

Establish positive and productive relationships with families and co-workers

- Communicate parent questions and concerns to the Lead Early Childhood Educator
- Assist in maintaining parent communication via HiMama online application
- Assist in observations and documentation of individual children's progress through anecdotal notes, developmental checklists and assessments that are shared with families
- Participate in Individual Family Services Planning with team and families

Maintain a commitment to professionalism and professional development

- Attend staff meetings or events as directed by the Executive Director
- Maintain confidentiality regarding staff, families and children
- Attend workshops related to Early Childhood Education and issues relating to children who are Deaf or hard of hearing
- Maintain regular attendance and punctuality
- Engage in dialogue with supervisor and Executive Director regarding job performance and professional development
- Follow through with assigned tasks and develop own management tactics
- Represent the beliefs, values and mission of the Deaf Children's Society of BC

Preschool hours: 20 hours per week, Monday to Thursday 9am-2pm

**To Apply Send Your Resume, Cover Letter, Proof of Certification and 3 References to
office@deafchildren.bc.ca**