



## **Preschool Assistant- Full Time**

Apple Seeds preschool is a licensed Preschool with the Ministry of Education. We are located in Franktown, Ontario (between Carleton Place and Smiths Falls). We offer a fulltime Preschool program for children ages 2.6 to 5 years of age. We operate our program under the leadership of Calvary Christian Academy.

Our mission is to provide quality childcare based on Christian beliefs and values. Throughout the program we strive to incorporate the following attributes: belonging, well-being, engagement and expression. We are committed to ensure that the provisions set out in the Child Care and Early Years Act, 2015 will strengthen compliance and health and safety in our Preschool classroom.

**We are looking for a responsible adult who will support a quality, caring and educational program to children at Apple Seeds Preschool. The position would start Thursday, August 30<sup>th</sup>, 2018 and would end Friday, June 29<sup>th</sup>, 2019.**

### **Required Qualifications and Attributes**

- Experience working closely as a team player in a licensed childcare center
- Proof of clear Criminal Record Check- Vulnerable Sector
- Current First Aid/ CPR certification- Level C
- Mature and responsible attitude towards work
- A personal relationship with Jesus Christ and regular attendance of a Bible believing church
- Experience working with young children
- Statement of faith and pastoral letter

### **Duties and Responsibilities**

- Implement emergent programs using the ELECT framework, demonstrating effective observation and documentation skills
- Ensure that programming at all times embodies and reflects the principles of equity, inclusivity and diversity
- Organize space, equipment and materials before activities
- Encourage and assist children to practice self-help and independence skills daily
- Support children's choices to engage in independent play and learning in order to promote and encourage belonging, well-being, engagement and expression.
- Provide opportunity for child-directed play and learning experiences
- Set reasonable behavioural expectations consistent with best practices, current teaching and learning pedagogy and Apple Seeds Preschool's philosophy and policies
- Report all accidents, injuries and illnesses to the head teacher and record such incidents according to Apple Seeds Preschool's requirements

- Maintain a courteous and communicative disposition with parents at all times, by regularly welcoming them to Apple Seeds Preschool and initiating conversation
- Follow current licensing requirements on a daily basis
- Carry out the duties and responsibilities assigned to you by the Lead Preschool Teacher.
- Maintain confidentiality of all information related to Apple Seeds' children, families, staff and the Preschool
- Maintain regular attendance and punctuality
- Dress appropriately and professionally to best represent the school and position
- Maintain a superior level of professionalism at all times while working at Apple Seeds Preschool
- Actively monitor Apple Seeds Preschool's indoor and outdoor spaces to keep a clean and safe environment
- Embody a cooperative spirit and mindset, actively seeking to go beyond minimum job requirements on an ongoing basis
- Work cooperatively and collaboratively as a member of a classroom team, facilitating a team environment through personal behaviour, work contributions, and the sharing of expertise and knowledge
- Demonstrate an ongoing ability to be energetic and resilient

### **Application Process**

If interested, you are invited to submit a **RESUME AND COVER LETTER** by 6:00 p.m. on or by **Friday, July 20th, 2018**. Send attention to Christine Martel, referencing Preschool Position.

**Email:** [cmartel@calvaryca.com](mailto:cmartel@calvaryca.com)

**Fax:** 613-283-6949

Many thanks to all who apply however, only candidates selected for interviews will be contacted.

**NOTE:** If offered a position, employees must provide an up-to-date immunization record as per new Ministry Guidelines and a clear vulnerable sector police check as a condition of employment. Salary details to be discussed.

Apple Seeds Preschool  
9749 Highway 15, RR6  
Smiths Falls, ON K7A 4S7  
613-283-5089