

# LAKESIDE SCHOOL

We welcome you to join a team of dedicated teachers and ECE's who are responsible for nurturing, guiding, challenging, and caring for the academic, social, emotional and creative development of our students. At Lakeside School what we believe in:

- Preserving and nurturing the beauty of childhood
- A reverence for nature and outdoor play
- Fostering creativity through authentic experience
- Daily and weekly rhythm

## **JOB DUTIES:**

ECE's have a passion for inspiring a love of learning in children. Key qualities are strong communication and interpersonal skills and the ability to work effectively in collaborate environment. The successful candidate will have excellent class management and organizational skills.

Lakeside School is looking for a full time and/or part-time Early Childhood Educator to provide direct care for children aged 3 to 5 years. This position is Monday through Friday for June 17th to August 30th. The potential for full time and part time from September onward as well. The ECE will also be responsible for:

- Ensure employer's policies and procedures are observed at all times
- Develop positive relationships and open communication with children, family members, and other staff members
- Share the tasks of maintaining the building's cleanliness and orderliness
- Attend to the children's physical and emotional needs
- Administer first aid when required
- Ensure a healthy and safe environment in which children can interact
- Filling in as a substitute ECE for kindergarten lunch break and additional ECE shifts
- Classroom preparation - Cutting paper for drawings and paintings, filing paintings, drawings and some printed materials
- Singing, sewing, cooking, cleaning, handwork and gardening
- Observing, and recording behaviour of children
- Report writing
- Record keeping
- Professional development

## **QUALIFICATIONS & REQUIREMENTS**

- *Full BC ECE Certificated*
- *Training in Waldorf Education* is an asset
- Experience working with young children
- Food Safe Certification
- Current First-Aid Certificate
- Knowledge of Community Care Licensing regulations
- Must be physically and mentally able to provide care for a maximum of 8 children at a time
- Clear Criminal Record check
- Work well in a team environment as well as individually
- Fluent in written and spoken English
- 3 Written References
- Canadian citizenship or permanent residency status

## **TERMS OF EMPLOYMENT:**

- Monday to Friday
- Hours of Operation: 7:30am-5:30pm
- Full Times hours' area available: 35-40 hours Monday to Friday
- Part Time Shifts: 7:30am-12:30pm or 12:30pm-5:30pm (20-35 hours a week)
- Job Types: Full-time, Part-time
- Salary: \$18.00 to \$19.00 /hour

**LOCATION OF WORK:** Lakeside School, Kelowna, BC

- Website: [www.lakesideschool.ca](http://www.lakesideschool.ca)

**EMAIL RESUME TO: [ADMIN@LAKESIDESCHOOL.CA](mailto:ADMIN@LAKESIDESCHOOL.CA)**