



Learning Enrichment
FOUNDATION

Early Childhood Assistant Part-Time Position

Internal and External Posting

About LEF:

The Learning Enrichment Foundation (LEF) is a not-for-profit (with a social enterprise mindset) which provides a multidisciplinary and holistic set of supports for members of our community including those who are: in transition, new to Canada, out of the workforce, and a host of other individual circumstances. We currently knit together Settlement Services, Child Care, Employment Supports, Skills Training, and Language Training. If you want to join us, you need to understand that it is the little things that often have the most impact; it is through supporting and empowering individuals and families, (indeed the community as a whole) that we achieve our goals.

LEF is a growing organization and as such, any candidate hired into this position should find opportunities for a rewarding career with opportunities for personal and professional growth. We have a great compensation and benefits package and employ self-directed go-getters who thrive on innovation and best in breed practices. If the potential of our impact excites you, then consider joining our team.

For more information about the Learning Enrichment Foundation, please visit our website at www.lefca.org

Position Summary:

We are looking for assistant educators with a childcare background that are passionate and dedicated to planning and developing holistic child-centred programs for the communities we serve. We are looking for those individuals who are able to work together with the RECE to continuously aim to enrich play-based learning and translate their expertise through thoughtful programming that reflects the Ministry of Education guidelines, and surpassing all AQI expectations, and most importantly, someone who loves working with children.

Current Locations:

Carleton Village Child Care Centre- 315 Osler Street

Overall Responsibilities:

- To ensure that the health, welfare and safety of the children remain the first priority of the centre
- Assist in the planning and implementing of developmentally appropriate activities
- Assist in curriculum development
- To ensure the centre's philosophy of children's behaviour guidance is maintained
- Maintain ongoing positive communication with parents
- To be actively involved and contribute to the day to day operations of the centre
- To be aware of the Health and Safety policies
- Other duties as assigned

Qualifications Required

- ECA or CYW certificate preferred



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- Minimum 2 years' experience working with children from infancy to 12 years
- Thorough understanding of Child Care and Early Years Act 2014 and Toronto Operating Criteria
- Comprehensive knowledge of Early Learning Framework (ELF)
- Thorough knowledge of Assessment for Quality Improvement (AQI)
- Knowledge of: How Does Learning Happen?
- Ability to implement Emergent Curriculum
- Experience working with parents
- Experience working with children with special needs
- Ability to interpret and implement LEF policies and procedures
- Well-developed interpersonal, and relationship-building skills; ability to establish rapport and excellent communication with children, parents and staff
- Ability to use tact, discretion and good judgement
- Well developed problem solving and conflict resolution skills
- Demonstrated ability to exercise initiative, flexibility and judgement when handling unpredictable situations
- Works independently as well as have the ability to contribute and be an effective member of a multidisciplinary team
- Excellent written and verbal communication skills
- Current Standard First Aid and CPR (Level C)
- A current and clear Police Vulnerable Sector Check (PVSC)

Your Application

Interested candidates should email their **resume and covering letter as one documentt**

Posting Date: November 11, 2019 - open until filled

We thank all applicants for applying, however only those considered for an interview will be contacted.

The Learning Enrichment Foundation is an equal opportunity employer and is committed to complying with the Ontario Human Rights Code and Accessibility for Ontarians with Disabilities Act (AODA). If you require accommodations to participate in this activity, please contact us by email.

Job Types: Part-time, Permanent

Salary: \$18.52 /hour