



learn. grow. achieve.™

## ECA

### **Job Description**

Angus Valley Montessori Schools is going to serve the growing demand for superior quality preschool education. We are dedicated to providing the best possible foundation to inspire children for a lifetime of learning and achievement. Together, we offer an environment where students enjoy music, drama, arts, sports, creative activities, family-style dining, as well as free and structured play.

We are looking for a passionate and caring Early Childhood Education Assistant to join our fast-growing team. This person must be very well organized, self-motivated, patient, proactive, compassionate towards children, and must be eager to teach and help students learn.

### **Duties/Responsibilities:**

The ideal candidate will be experienced in handling all Early Childhood Education Assistant duties including, but not limited to:

- Ensuring that all regulatory standards required by federal, provincial and municipal governments are being met at all times
- Working collaboratively with teachers and assistants to plan, develop and implement daily activities that support and promote the intellectual, emotional, and physical development of children
- Assist the Early Childhood Education (ECE) or Montessori Teacher in planning and implementing the daily and weekly program plan
- Maintaining a healthy physical, emotional and social environment conducive to learning
- Assisting children in activities by reading stories, teaching songs, demonstrating the use of simple musical instruments and preparing craft materials
- Assisting Teachers in observing, monitoring and assessing the child's progress while discussing progress or concerns related to children with the teacher. Maintaining and completing developmental checklists as required
- Establishing and maintaining collaborative relationships with various community partners
- Encouraging parental involvement through regular communications
- Assisting teachers in supervising the students at all program times. Accompanying the students on field trips
- Maintaining classroom upkeep including the organization of materials, classroom visual displays, bulletin/announcement boards, etc.
- Attending staff meetings, professional development activities, open houses, and parent-teacher interviews as required
- Other duties as required

**AVM Vaughan**

1-9630 Dufferin Street, Maple, ON L6A 0T9  
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**The Ideal Candidate Should Possess:**

- Must have an Early Childhood Education Assistant diploma or equivalent training
- Knowledge of the Child Care & Early Years Act is considered an asset
- Must have a minimum of one-year experience as an Early Childhood Education Assistant
- Must have a valid First Aid & CPR Certificate
- Excellent organization and multitasking skills
- Excellent relationship building skills with children
- Excellent communication and active listening skills
- Excellent verbal and written communication skills
- Basic Computer skills

Remuneration will be based on experience. We thank all applicants for their interest; however, only those selected for an interview will be contacted.

**If interested**, please apply at <http://www.avmschools.com/job-application-vaughan/>

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