

## EMPLOYMENT OPPORTUNITY

**POSITION:** Early Childhood Education (ECE) Assistants x 2 (2<sup>nd</sup> Posting)  
**SALARY:** \$30.73/hr  
**LOCATION:** Hub Centre  
**START DATE:** Immediately

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Under the direction of the Hub Centre Manager, and the general direction of the Superintendent of Academics and Education Director, the Early Childhood Education Assistant will support the daily operations of our toddler and preschool programs, ensuring a safe, nurturing, and engaging space for children.

### RESPONSIBILITY

- Assist Registered Early Childhood Educators in delivering programming for toddlers and preschoolers.
- Support staff during transitions, breaks, and absences to always ensure safe supervision.
- Contribute to maintaining a clean, hygienic, and organized environment.
- Foster a caring, inclusive, and stimulating atmosphere that promotes children's well-being and development
- Plan and implement age-appropriate activities that support children's physical, social, emotional, cognitive, and language development.
- Help implement culturally relevant activities and educational practices rooted in Anishinaabe values and community traditions.
- Maintain accurate daily documentation, journals, and records as required.
- Adhere to all policies and procedures set out by the Hub Centre, including staff schedules and job description, as well as comply with the Ministry of Education's Child Care and Early Years Act (2014).

### QUALIFICATIONS

- Strong interest in working with young children in a team-based, culturally aware environment.
- Reliable, responsible, and adaptable to a fast-paced setting.
- Strong communication and collaboration skills.
- Previous experience in a childcare setting.
- CPR/First Aid certification is a definite asset.
- Knowledge and appreciation of Anishinabek culture, traditions, language, and history.
- Provide a cover letter, resume, and three current work-related references.
- Provide a current original vulnerable/criminal reference check (within the last 90 days) upon offer of employment.

**CLOSING DATE:** May 23, 2025 @ 2:00 p.m.

**DIRECT APPLICATIONS TO:** "Early Childhood Education Assistant"  
Wiikwemkoong Board of Education  
34 Henry Street, Wiikwemkoong, ON P0P 2J0  
Email: [applications@wbe-education.ca](mailto:applications@wbe-education.ca)  
Tel: (705) 859-3834 Fax: (705) 859-3787

**Preference will be given to Indigenous applicants. Self-identification is encouraged.**

**\*Only those candidates selected for an interview will be contacted. \***