



## JOB POSTING

**Title:** Classroom Assistant  
**Terms:** Permanent Full-Time  
**Hours:** 35 hours per week  
**Salary:** \$12.50/hour  
**Location:** G'Shawdagawin Day Care

**Position Summary:** Assisting regular program staff through lunch and sleep routines and assisting with programming preparation and delivery

### Job Duties

- Abide by the requirements set out in the *Early Years Act*
- Provide classroom relief for Early Childhood Educators for scheduled breaks
- Assist with the transition times throughout the day for arrival, outdoor play, lunch, and departure
- Washroom and diapering routine
- Assist with serving and monitoring snacks and lunch
- Overseeing rest periods
- Assist with classroom organization
- Help with preparation for arts, crafts and programming materials
- Be an active participant at staff meetings and training
- Assist to ensure daily logs are completed
- Other related duties assigned by the Daycare Supervisor or Classroom RECE

### Requirements

- Grade 12 or GED or willingness to obtain
- Experience in working in a child care setting
- Knowledge of the *Early Years Act* would be an asset
- First Aid and CPR certified
- Willing to take related training as set out by the Day Care Supervisor

### Applications MUST include:

- Current covering letter
- Current resume with dates specified
- Three names (not letters) of references with telephone numbers (one must be current or most recent employer)

A CPIC and clear Vulnerable Sector check will be required as a condition of employment; as well as a clear Tuberculosis test.

**DEADLINE DATE: Friday November 17, 2017 @ 4:00 p.m.**  
**(\*No Late Applications Accepted\*)**

**Only qualified applicants will be contacted for an interview**

Applications will be received:

**At Office:** Employment and Training Centre (519) 797-1224

**By Fax:** (519) 797-3458

**By E-Mail:** [employment@saugeenfirstnation.ca](mailto:employment@saugeenfirstnation.ca)

**By Mail:** Saugeen First Nation Hiring Committee R.R.#1, Southampton, ON N0H 2L0