

early childhood educator (ECE) assistant

Posted by Alphabet Day Care Inc.

Posting Date: 11-Sep-2025

Closing Date: 30-Mar-2026

Location: High Level

Salary: \$19.00 hourly / 35 hours per week Per Week

Job Requirements

• Education: Secondary (high) school graduation certificate

• Language: English

• Years of Experience: 1 year

• Vacancy: 2

Job Type: Full TimeJob ID: DISJ6911335

Job Description:

Location: 9807 100 Ave High Level, AB T0H 1Z0

Work location: On site Salary: 19.00 hourly / 35 hours per week Terms of employment: Permanent employment, Full time **Employment Condition: Day** Employment Groups: Support for persons with disabilities, Support for newcomers and refugees, Support for youths, Support for Veterans, Support for Indigenous people, Support for mature workers, Supports for visible minorities. Starts as soon as possible Vacancies: 2 vacancies Overview Languages: English Education: Secondary (high) school graduation certificate Experience: 1 year to less than 2 years On site: Work must be completed at the physical location. There is no option to work remotely. Responsibilities **Tasks** Assist early childhood educators or supervisors in keeping records Engage children in activities by telling stories, teaching songs and preparing crafts Guide and assist children in the development of proper eating, dressing and toilet habits

Prepare snacks and arrange rooms or furniture for lunch and rest periods Submit written observations on children to early childhood educators or supervisors Discuss progress and problems of children at staff meetings Attend staff meetings to discuss progress and problems of children Additional information Work conditions and physical capabilities Repetitive tasks Attention to detail Combination of sitting, standing, walking Bending, crouching, kneeling Personal suitability Punctuality Reliability Values and ethics How to apply Direct Apply: By Direct Apply By email: apply.aplhabetdaycare@gmail.com Job Location: 9807 100 Ave High Level, AB T0H 1Z0 Employer: Alphabet Day Care Inc.

To apply for this job vacancy, please send your resume along with a cover letter and a refrence letter from your previous employer to the following email: apply.aplhabetdaycare@gmail.com

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