



**SUPPORT POSITION AVAILABLE**

**English School Board**

2017-2018 school year



<b>Position :</b>	Day Care Service Educator
<b>Place of work :</b>	Everest Elementary School Québec (QC)
<b>Job status :</b>	Temporary Replacement (26.6667%)
<b>Schedule :</b>	Monday : 15:00-16:45 Tuesday : 15:00-16:45 Wednesday : 15:00-16:45 Thursday : 15:00-16:45 Friday : 15:00-16:45
<b>Immediate supervisor :</b>	School Principal
<b>Starting date :</b>	August 30, 2017
<b>Ending date :</b>	Until the return of the incumbent, no later than June 30, 2018
<b>Salary scale :</b>	19,03 to \$23,29

**Nature of the work**

The principal and customary work of an employee in this class of employment consists in organizing, preparing and conducting a series of activities, in keeping with the educational project, fostering the overall development of students in preschool and elementary school in his or her care, while ensuring their health and safety.

**Characteristic functions**

The employee in this class of employment plans, conducts and participates in sports, cultural, leisure and recreational activities, both indoors and outdoors, in keeping with the program and educational intervention strategies. He or she may conduct research using, among other things, the Internet, to find activities and games suited for his or her group and for various events held during the year; may create games and crafts adapted to his or her students.

He or she assists students in dressing and undressing.

He or she records student attendance.

He or she assists students in preparing and eating their meals and snacks, while ensuring that the rules promoting hygiene and well-being are observed.

He or she ensures the supervision and safety of students in compliance with the rules of conduct, safety measures and recommendations of parents; administers first aid and, if necessary, administers medications according to medical requirements and the school's policy and the parents' instructions. He or she informs parents and all those concerned about a student's behaviour. He or she responds to parents' questions and provides them with pertinent information on a daily basis.

He or she maintains order and ensures the cleanliness of the premises and upkeep of material and equipment.

He or she may be required to help those students who so desire with their school work while ensuring an appropriate atmosphere and environment conducive to doing their homework and lessons; if necessary, may respond to simple questions, while respecting the teacher's instructions to the student.

He or she takes part in meetings organized by the day care service technician as regards the organization and operation of the day care service.

He or she attends, upon request, information meetings intended for parents.

He or she may be required to participate in meetings to draw up an individualized education plan in order to convey his or her observations and makes pertinent suggestions concerning a student with a handicap, social maladjustment or learning difficulty and applies the measures chosen within the scope of his or her duties; works with others to follow up on student files.

He or she may assist the day care service technician in carrying out certain administrative tasks.

He or she may be required to use a computer and various software to perform his or her duties.

He or she may be required to train new day care service educators.

If need be, he or she performs any other related duty.

**Required qualifications**

Schooling and experience

Hold a Secondary School Diploma and the AEP (attestation d'études professionnelles) in day care services or a diploma or an attestation of studies recognized as equivalent by the competent authority and have one (1) year of pertinent experience.

Excellent knowledge of oral and written English. Good knowledge of oral and written French would be an asset.

Other requirements

Hold a certificate dated no more than three (3) years attesting to the successful completion of:

1. a standard first aid course of a minimum eight (8)-hour duration;
2. a refresher course of a minimum six (6)-hour duration updating the skills acquired in the course mentioned in paragraph 1.

*(Please note that the French version of this job description prevails on the English version.)*

**All interested candidates are asked to forward their application by August 29, 2017 at 4:30 p.m.**

**By email : [jobs@cqsbc.qc.ca](mailto:jobs@cqsbc.qc.ca)**

*Mention the posting number on the subject line of your email and on your resume.*

*An acknowledgement of receipt will be returned to your email address.*



COMMISSION SCOLAIRE CENTRAL QUÉBEC  
CENTRAL QUÉBEC SCHOOL BOARD

We thank all applicants for their interest in our organization. Only those selected for interviews will be contacted. All applications are treated in a confidential manner. We apply equal access to employment and we encourage women, visible and ethnic minorities, Aboriginal peoples and persons with disabilities to apply. People with disabilities who wish, may be assisted in the preselection and selection process.

The Human Resources Department