



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 Time
- **Job id:** ABOJ3313063

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 reference letter from your previous employer to the following email: apply.aplhabetdaycare@gmail.com

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