

PLEASE POST

The **Eastern Townships School Board** is seeking candidates for the following position

DAYCARE EDUCATOR (3 positions) **Drummondville Elementary**

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 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 takes part in meetings organized by the day care service technician as regards the organization and operation of the day care service.
- If need be, he or she performs any other related duty.

Required qualifications

Schooling and experience

Hold a Secondary School Diploma and an Attestation of Vocational Studies in Day Care Services or a diploma and an attestation of studies recognized as equivalent by the competent authority, and have one (1) year of pertinent experience.

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 subparagraph 1.

SCHEDULE: 2:40 – 5:30 (Monday to Friday – 2 positions)
4:20 - 5:30 (Wednesdays – 1 position)
STARTING DATE: As soon as possible
SALARY: \$20.98-\$24.22/ per hour

Please send your application in writing **by October 26, 2020** to:

hr@etsb.qc.ca

Human Resources Department
340, Saint-Jean-Bosco
Magog, QC J1X 1K9
FAX: (819) 868-3821

Equal opportunity for all