

**SUPPORT STAFF JOB POSTING**

**To:** All IUOE Employees

**Date:** May 15, 2026

---

**SUBJECT: JOB POSTING #2026-06**

The Human Resources Office will accept applications up to **Wednesday, May 20, 2026 - Noon** - for the following position:

**Before School Early Childhood Educator – Conrad Street Elementary School**

Part-time, continuing position, 2.25 hours per day, effective September 8, 2026. Hours of work will be 6:45am until 9:00am. Your duties and hours of work will be assigned by the District Vice-Principal of Early Learning and Childcare. The terms and conditions of the IUOE Collective Agreement shall apply. Rate of pay is pay band 5. Preference will be given in-school staff who have Early Childhood Educator qualifications.

The program is expected to operate on professional developments days, spring break and winter break based on enrolment.

**Job Summary**

An employee who provides before or after school care to school aged children.

**Brief Job Description**

- (a) Following the established Early Learning framework for the before/after school program for students.
- (b) Ensure the supervision and safety of the children in the program.
- (c) Foster the children’s curiosity and facilitating activities based on their interests and needs.
- (d) Build positive relationships with the children, families.
- (e) Maintain a clean and organized environment.
- (f) Informs students and parents/guardians of events through the use of bulletin boards, newsletters, posters, etc.
- (g) Performs other related duties as assigned or required.

**Qualifications**

- (a) Early Childhood Educator Certification or Diploma.
- (b) Minimum 1 years’ experience working with children.
- (c) Valid Childsafe first aid certificate.
- (d) Computer literacy and basic computer skills (30 wpm) required.
- (e) Must be physically able to carry out the duties of the position.

**PLEASE POST**

**SUPPORT STAFF JOB POSTING**

- (f) Exercises discretion and confidentiality in dealing with all matters pertaining to students and staff.
- (g) Must have adequate verbal and written English language skills
- (h) Demonstrated evidence of strong communication skills (verbal, written and electronic formats) and ability to work as part of a team with colleagues, parents and children.

**\*\* THE INTERNAL IUOE JOB APPLICATION MUST BE COMPLETED \*\***

**PLEASE POST**