

SUPPORT STAFF JOB POSTING

To: All IUOE Employees

Date: May 15, 2026

SUBJECT: JOB POSTING #2026-07

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

After School Early Childhood Educator – Conrad Street Elementary School

Part-time, continuing position, 2.0 hours per day, effective September 8, 2026. Hours of work will be 3:00pm until 5:00pm. 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.

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- (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 ****

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