



## **Preschool Assistant Job Posting**

- **Start Date:** March 2, 2026
- **Location:** Northeast Christian Preschool (5940 159 Ave)
- **Organization:** Edmonton Society for Christian Education (ESCE)
- **Schedule:** Part-Time (Monday & Wednesday)

### **About the Role**

Northeast Christian Preschool is seeking a dedicated, faith-filled individual to join our team. Reporting to the Lead Teacher, you will help create a nurturing, Christ-centred environment for 20 energetic preschoolers. In this role, you will support classroom activities and child supervision under the teacher's direction, ensuring a safe and engaging experience for our students.

### **Position Details**

- **Position:** Preschool Assistant
- **Location:** Northeast Christian Preschool, Edmonton
- **Schedule:**
  - Mondays and Wednesdays
  - Morning class: 8:30–11:00 am
  - Afternoon class: 12:15–2:45 pm
  - Additional time before and after classes may be required for preparation, cleanup, or meetings
- **Program:** Licensed and accredited preschool for 3 and 4-year-old children
- **Class size:** Up to 20 children

- **Reporting to:**

- Preschool Lead Teacher
- Executive Director, ESCE

## Required Qualifications and Certifications

### Early Childhood Education Certification

- Must hold ECE Level 1 certification (minimum)

### First Aid

- Valid Standard First Aid and CPR (Level B or C), or willingness to obtain before starting

### Background Checks

- Clear Criminal Record Check with Vulnerable Sector Search
- Clear Child Intervention Check
- All checks must be issued within the last 6 months and satisfactory prior to employment

### Additional Qualifications

- High school diploma or equivalent
- Experience in implementing inclusive strategies for children with high support needs
- Experience working in a preschool or childcare setting
- A commitment to the mission and values of the Edmonton Society for Christian Education

## Key Responsibilities

- Assist the Lead Teacher in delivering age-appropriate, play-based programming
- Ensure the safety and well-being of up to 20 children during play, learning, and transitions
- Model Christian values and support the spiritual growth of students
- Help prepare materials and learning spaces before class
- Assist with classroom cleanup and reset after class
- Support children's social, emotional, and physical development
- Model patience, kindness, and positive behaviour

- Maintain a safe, respectful, and nurturing environment
- Follow all licensing, health, and safety policies
- Communicate respectfully with staff and families as directed by the teacher

## Skills and Attributes

- Patient, calm, and dependable
- Able to take direction and work collaboratively as part of a team
- Physically able to engage in classroom activities (sitting on the floor, lifting light equipment, active play)
- Comfortable working in a Christian school environment and supporting the faith-based mission of the program

## Compensation & Benefits

- **Base Wage:** \$22-\$23/hour, based on experience
- **Alberta Wage Top-Up:** Eligible for provincial wage enhancements (\$2.64/hour for Level 1; \$5.05/hour for Level 2) on top of the base wage

## To Apply

Please submit:

- A resume
- A brief cover letter outlining your interest in the position and experience working with young children, as well as those with high support needs

Applications can be sent to:

[societyoffice@edmchristian.org](mailto:societyoffice@edmchristian.org)

We thank all applicants for their interest. Only those selected for an interview will be contacted.

Applications will be reviewed on a rolling basis; interviews will begin immediately and continue until the position is filled.