



**COMMISSION SCOLAIRE WESTERN QUÉBEC  
WESTERN QUÉBEC SCHOOL BOARD  
DAYCARE EDUCATOR  
SCHOOLS IN THE OUTAOUAIS REGION**

**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:**

- Plans, conducts and participates in sports, cultural, leisure and recreational activities, both indoors and outdoors, in keeping with the program and educational intervention strategies. 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.
- Records student attendance.
- Assists students in dressing and undressing, and in preparing and eating their meals and snacks, while ensuring that the rules promoting hygiene and well-being are observed.
- 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. Informs parents and all those concerned about a student's behaviour. Responds to parents' questions and provides them with pertinent information on a daily basis.
- Maintains order and ensures the cleanliness of the premises and upkeep of material and equipment.
- May be required to help those students who so desire with their school work while ensuring an appropriate atmosphere and environment conducive to doing their homework and lessons; if necessary, may respond to simple questions, while respecting the teacher's instructions to the student.
- Takes part in meetings organized by the day care service technician as regards the organization and operation of the day care service.
- Attends, upon request, information meetings intended for parents.
- May be required to participate in meetings to draw up an individualized education plan in order to convey his or her observations and makes pertinent suggestions concerning a student with a handicap, social maladjustment or learning difficulty and applies the measures chosen within the scope of his or her duties; works with others to follow up on student files.
- May assist the day care service technician in carrying out certain administrative tasks.
- May be required to use a computer and various software to perform his or her duties.
- May be required to train new day care service educators.
- If need be, performs any other related duty.

**Required qualifications:**

- Hold a Secondary School Diploma or a diploma or an attestation of studies recognized as equivalent by the competent authority and have one (1) year of pertinent experience.
- Hold a certificate dated no more than three (3) years attesting to the successful completion of:
  - a standard first aid course of a minimum eight (8)-hour duration;
  - a refresher course of a minimum six (6)-hour duration updating the skills acquired in the course mentioned in paragraph 1.

**Working conditions:**

**Salary:** \$17.31 - \$21.19 per hour (based on qualifications and experience)

**Hours:** Various

**APPLICATIONS MUST BE SENT TO NICOLE BELEC at:  
jobs\_emplois@wqsb.qc.ca  
Subject: Daycare Educator – Surplus list  
Att: Richard Vézina, Director H.R.**

*The Western Québec School Board applies an Equal Access Program and encourages Women, Aboriginal peoples, members of Visible and Ethnic minorities and persons with Handicap to apply.*