



JOB DESCRIPTION

TITLE: Early Childhood Educator, Ashurst Children's Centre

SUMMARY: Under the direction of the Manager and support from the Executive Director, the incumbent will promote the social, emotional, physical and cognitive health of children by initiating a positive, non-judgmental environment where all children and their families are welcomed. The programs and activities will be comprehensive, caring and focused on child development that meets the individual needs of each child.

Participating in a team, that is actively engaged in contributing and accomplishing the mission, vision and values of the Society in supporting families, children and individuals, is an important part of the Early Childhood Educator's responsibilities.

Employees and volunteers of the Lakes District Family Enhancement Society are expected to help maintain the organization's positive culture. Therefore, a key aspect this position is working cooperatively and collaboratively with the Board of Directors, the Admin Team and a variety of individuals in a caring, approachable, non-judgemental manner that encourages others to feel comfortable and respected.

RESPONSIBILITIES:

- Planning, implementing and evaluating the children's program in all curriculum areas in accordance with goals, objectives and curriculum of the Centre
- Observing and recording the children's behaviour
- Observe children for signs of learning disabilities or emotional problems and take appropriate action
- Helping place and arrange the environment so it is conducive to healthy social, emotional, physical and cognitive development
- Develop and implement daily activities that support and promote the development of children
- Assisting with setting goals and implementing plans for individual children
- Supporting and extending children's learning
- Guiding children's behaviour
- Following the daily schedule and shift responsibilities
- Preparing nutritious snacks
- Guide and assist children in the development of proper eating, dressing and toilet habits
- Role modelling appropriate play and developmental activities to meet social, emotional, cognitive, physical and creative needs of the children
- Participating in planning and attending parent and staff meetings
- Communicating with parents as required
- Ensuring that the Manager is informed of any information pertinent to the welfare of a child enrolled in the Centre as well as the overall operation of the Centre
- Making some home visits in accordance with the Centre's philosophy on gradual entry

- Advising the Manager of any circumstances in violation of the Centre's licensing requirements
- Assisting and participating in the promotion of the Centre within the community and region
- Maintaining daily attendance records for the children
- Participating in general maintenance of the Centre: i.e wash tables, chairs and shelves; wash children's sheets and blankets, clean and maintain education materials
- May be directed to participate in workshops for ECE and community programs
- The incumbent will be part of a team actively engaged in contributing to and accomplishing the vision, mission and goals of LDFES and in supporting the aspirations and needs of needs of parents, children and other participants as well as the communities of the Lakes District
- The incumbent will promote a positive work atmosphere and communicate in a professional manner that demonstrates mutual respect with participants and colleagues
- Other related duties as assigned by the Manager

SKILLS REQUIRED:

- An E.C.E. certificate and be registered with B. C. Community Care Facilities Licensing Board, having E.C.E Diploma (Infant/ Toddler) is an asset but not a requirement.
- Experience with administration, implementation and supervision of E.C.E. programs and the interpretation of E.C.E. programs for parents and the community
- Valid First Aid Certificates
- An ability to utilize interpersonal skills and operate as an effective leader and member of staff
- Demonstrated understanding of First Nations child rearing philosophies and a recognition of differences in child rearing in a multicultural setting
- Experience providing daycare programs for children with special needs, especially those affected by FASD and/or trauma is an asset.
- Maintain professional development
- Relevant experience and/ or training related to service delivery for those facing poverty or other life circumstances that create risk factors for individuals and families, including the impact of FASD and trauma-related issues
- Understanding of local First Nations and respectful, culturally sensitive practices
- Proven ability to deliver services with a caring, approachable, non-judgmental demeanor which encourages clients, team members and others to feel comfortable and respected
- Excellent interpersonal, communication (written and verbal) and customer service skills
- Possess sound judgement and decision-making skills, as well as excellent organizational, planning and problem-solving skills
- Ability to handle information in a confidential and professional manner
- Experience working effectively in a collaborative model within teams, including multi-disciplinary, and communities
- Understanding of child development needs, and First Nations culture and child-rearing philosophies
- Demonstrated commitment to the local community and organizational development
- Experience with family and participant-centered practice is strongly preferred

SPECIAL CONDITIONS:

- Initial and on-going employment is subject to submission of a clear Criminal Record check