

School District No. 91 (Nechako Lakes)

JOB DESCRIPTION

SPECIALTY SUPPORT – **Early Childhood Educator (Seamless Daycare)**

Rate of Pay: **Band # 9**

Summary

Under the direction of the Principal or designate, the ECE leads the before or after school care program for kindergarten and primary aged students. This position works collaboratively with the primary teachers, and alongside with the kindergarten teacher, to facilitate the seamless day for K & primary students. The ECE collaborates with the K-1 teacher in the design of programs and environments which will enhance children's cognitive, physical and social & emotional development.

Duties and Responsibilities

- Plans, coordinates, and leads a quality before/after school care program for students;
- Creates an environment that fosters the seamless transition between before/after school care and the kindergarten/primary classroom;
- Establishes positive working relationships with community partners and school staff;
- Assist in budget preparation and purchase and maintenance of supplies and materials;
- Maintain daily, monthly and quarterly statistics and reports;
- Participates in job-related training and staff development;
- Understands and acts in accordance with school and district, education and child care ministry policies and procedures,
- district Health & Safety Manual and WorkSafeBC regulations;
- Maintains the confidentiality of sensitive information seen or heard;
- Maintains familiarity with Workplace Hazardous Materials Information System (WHMIS)
- May be required to perform other duties as assigned

Qualifications

Knowledge

- completion of Grade 12 (Dogwood Certificate)
- Emergency First Aid Certification (1 day/CPR)
- Food Safe Certificate
- valid Class 5 Drivers license & clear drivers' abstract
- High Five, BC Athletics – Run, Jump, Throw Program

Experience

- 2 Years' experience working in the Education system
- Grade 12 graduation or the equivalent
- Early Childhood Education certificate or evidence of significant coursework in process
- Valid BC Early Childhood Educator License to Practice; or has significant coursework completed towards licensing and the expectation receiving license within 6 – 12 months
- Valid Childsafe first aid certificate

Implemented: September 01, 2021

Revised:

Reviewed:

N.B. This description contains the elements necessary for the identification and evaluation of the job. It is not an exhaustive list of the duties to be performed. Duties not listed should not affect the evaluation.

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- Ability to work as part of a team including district and school staff, parents, volunteers, professionals, and community members;
- Effective communication skills in verbal, written and electronic format;
- Strong problem-solving and organizational skills;
- Physical ability to perform all aspects of the position; and such other qualifications, skills and abilities as may be required to meet Ministry terms of the Strong Start contract.

Skills & Abilities

- training or professional development and experience in the area of building rapport with children and young people
- skilled at building connections and establishing trust with young people
- experience with administration and bookkeeping an asset
- possess excellent communication, leadership and organizational skills
- strong knowledge of local community
- ability to work in a team environment
- energetic and creative in working with planning activities for youth
- is physically capable to perform the job duties
- ability to communicate effectively, both orally and written, using courtesy, tact and discretion