

School District No. 91 (Nechako Lakes)

JOB DESCRIPTION

SPECIALTY SUPPORT – EARLY CHILDHOOD EDUCATOR (JUST B4 PRESCHOOL)

Rate of Pay: **Band # 9 (Under JJEC Review)**

SUMMARY:

With minimal direction from an administrator, the Early Childhood Educator is responsible for day-to-day operations which includes planning, coordinating, and leading an inclusive, safe, and high quality licensed preschool age group care program.

DUTIES & RESPONSIBILITIES

- Understands and acts in accordance with relevant policies and procedures from the school, school district, Ministry of Education and Child Care, and WorkSafeBC;
- Understands and complies with regulations outlined by Northern Health Community Care Facility Licensing;
- Plans and maintains a learning environment that promotes the health, security, and well-being of children;
- Plans, coordinates, and leads a quality licensed preschool program;
- Leads early learning activities including stories, music and art aimed at helping children develop linguistically, physically, socially, and emotionally;
- Maintains current knowledge of early learning and child care topics, community services, resources and supports;
- Establishes connections with families, school staff, and community partners to assist families in a smooth transition to kindergarten;
- Makes referrals to community services as needed;
- Communicates relevant information to the child care program manager;
- Purchases and maintains arts and craft materials, equipment, and snack supplies;
- Maintains daily, monthly, and annual statistics and reports related to the Just B4 program as required by the provincial government and Northern Health Licensing;
- Attends meetings and professional development opportunities that pertain to the Just B4 program and to early childhood education;
- Administers child first aid when required by the children within the licensed child care program.

QUALIFICATIONS

- Completion of Grade 12 (Dogwood Certificate);
- Early Childhood Educator certificate or diploma;
- Current Early Childhood Educator's certificate to practice from the BC government's ECE Registry;
- Valid Emergency Child First Aid with CPR certificate;
- Valid Food Safe certificate;
- Valid Class 5 Drivers license & clear drivers' abstract;
- Demonstrated knowledge of the BC Early Learning Framework and the Indigenous Early Learning and Child Care Framework;
- 2 years experience working in the education system.

SKILLS & ABILITIES

- Basic knowledge of computer functions;
- Training or professional development and experience in building rapport with children;
- Skilled at building connections and establishing trust with children and their families;
- Ability to extend and model patience, care, tolerance, and understanding, including an understanding of diverse ethnic populations;
- Ability to communicate effectively, both verbally and in writing, using tact, diplomacy, and discretion;
- Ability to perform individually and as a part of the team;
- Energetic and creative in the planning and delivery of the program;
- Physical ability to perform duties related to the operation of a child care program.

Implemented:

Revised: May 31, 2023

Reviewed: May 31, 2023

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.