

School District No. 91 (Nechako Lakes)

JOB DESCRIPTION

SPECIALTY SUPPORT – **Before/After School Care Worker**
Rate of Pay: **Band # 8**

SUMMARY

- The Before/After School Care (BASC) Worker provides care to children in kindergarten up to age 12 in a licensed child care program
- Under the direction and supervision of the District Principal of Early Learning and Child Care (ELCC) or school principal, the BASC Worker supervises and provides care and mature guidance to school-aged children

DUTIES & RESPONSIBILITIES

- Assists with the implementation of age-appropriate activities for before and after school care in accordance with daily schedules and program objectives
- 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
- Establishes positive working relationships with school staff, community partners, families, and children
- Maintains a learning environment that promotes the health, security, and well-being of children
- Under the direction of the child care program manager, makes purchases (snacks, materials/resources, etc.) as part of the prep for the child care program
- Maintains daily, monthly, quarterly, and annual statistics and reports
- Enters daily/monthly attendance and enrolment reports as needed
- Participates in job-related training and staff development
- Maintains the confidentiality of sensitive information seen or heard
- May be required to perform other duties as assigned
- Completes program evaluations as needed
- Administers child first aid when required by the children within the licensed child care program

SKILLS & QUALIFICATIONS

- Must be at least 19 years of age
- Grade 12 (Dogwood Certificate)
- Completion of the Responsible Adult course, or a combination of courses, of at least 20 hours duration in child development, guidance, health and safety, or nutrition
- Valid Emergency Child First Aid with CPR Certification
- Valid Food Safe – Level 1 Certificate or equivalent
- BC Driver's License - Class 5 with an exemplary driving record as demonstrated by a current driver's abstract
- WHMIS 2015 Certificate and familiarity with Work Safe BC safety procedures
- Two years' experience working in the Education system
- Evidence of compliance with the province's immunization and tuberculosis control programs as required by the Child Care Licensing Regulation
- Training or professional development and experience in building rapport with children and young people
- Demonstrated knowledge of the BC Early Learning Framework
- Skilled at building connections and establishing trust with students
- Understanding of the ethics of Early Childhood Education as described in the ECEBC Code of Ethics
- Possess excellent communication, leadership and organizational skills
- Possess the personality, ability, and temperament to provide care and mature guidance to children
- Ability to work in a team environment and with minimal supervision
- Energetic and creative in working with children
- Is physically capable to perform the job duties
- Ability to communicate effectively, both orally and written, using courtesy, tact, and discretion
- Knowledge of Truth and Reconciliation and its application in Early Years settings and a commitment to the Truth and Reconciliation Calls to Action

Implemented:

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.