

## **REVELSTOKE CHILD CARE SOCIETY**

**Job Description:** Early Childhood Educator

**Qualifications:**

- Hold a valid ECE Diploma (preferred) or Certificate
- BC Early Childhood Educator License to Practice
- 2 years experience in a early learning and child care environment with experience in creating, planning, implementing and budgeting
- Valid Child Safe First Aid Certificate
- Experience working with children
- Clear Criminal Record Check prior to hiring
- Knowledge of child development, family dynamics, community resources and current government regulations

**Responsibilities:**

To gain a full working knowledge of:

- centre philosophy, policies, and procedures
- provincial regulations
- health and safety rules, regulations, and techniques
- program planning and implementation
- effectively communicating with children, staff, parents
- collection of monthly fees
- maintaining confidentiality of families, centre, and board business
- keeping current by attending professional developmental workshops
- working with resources in community (ie. Speech Language Services)

**Job Duties:**

In collaboration with the Manager of Care and under the guidance of the Executive Director:

- planning and implementation of developmentally appropriate activities and experiences to promote the growth of the whole child while recognizing each child is unique.
- Provide a balance of active/quiet, indoor/outdoor, and individual/group activities
- Organization of the space, materials, and equipment
- Assist children in expressing themselves by listening and responding with questions or comments that extend conversations.
- Use a variety of teaching techniques including modeling, observing, questioning, demonstrating, and reinforcing.
- Encourage and assist children to practice self-help skills daily.
- Plan and carry out experiences that foster an understanding of a variety of cultures and value systems.

- Provide opportunities each day for child-directed play experiences.
  - Plan and carry out activities that encourage problem solving.
  - Provide experiences and play materials that actively promote anti-racist and non-sexist interactions and attitudes.
1. *Individualize the curriculum*
    - Observe how children use the materials and interact with each other and adults.
    - Use observation to expand play and plan activities that recognize likes and dislikes.
    - Communicate with all staff ideas/concerns regarding curriculum & program.
    - Communicate with staff concerns regarding referrals for additional services for children and families. (i.e. speech and language, hearing, sight, developmental delays).
  2. *Ensure guidance of children's behavior that encourages positive self-concept.*
    - Set reasonable behavior expectations consistent with the centre's philosophy and policies.
    - Provide positive guidelines such as redirecting, positive language, and positive reinforcement.
    - Immediately address challenging behavior without labeling, belittling, etc.
    - Follow behavior guidance policies established by the centre in accordance with licensing regulations.
  3. *Ensure the child's environment is healthy and safe.*
    - Assist with maintaining accurate regular attendance and supervision at all times.
    - Follow the centre's procedures for maintaining health records and administering medications and first aid.
    - Report all accidents, injuries, and illnesses to supervisor or designate and record such incidents in the daily log book, and, as a serious incident, if required.
    - Assist with the monitoring of the environment for hazards. (i.e. outdoor equipment, fence, resilient surface, etc.)
    - Maintain a safe child care environment through scanning the environment; routine head counts; use of positive language that focuses on the expected behaviour; providing the child clear choices and adult guided redirection and distraction as required.
    - Update self daily regarding children's allergies and other special conditions.
    - Assist with daily routines of diapering, toileting, sleeping, eating as promptly as possible.
    - Report all incidents of child abuse as set out in Policies.

- Release children only to authorized persons.
4. *Ensure positive communication with parents*
- Discuss the program's daily events with parents.
  - Accommodate the parent's instructions for daily care routines when possible with the group routines.
  - Communicating to parents daily anecdotes.
  - Assist with the completion of children's year end booklets.
  - Encourage parents to participate in the program.
  - Assist with parent conferences as required.
5. *Contribute to the ongoing operation of the centre.*
- Attend staff meetings as required.
  - Participate in performance review at the end of probationary period.
  - Participate in self-evaluation and review annually.