



## Seamless Day - After School Care Program ECE, Burton Elementary School School District 10 (Arrow Lakes)

Under the direction and supervision of the Acting Principal or designate the Early Childhood Educator (ECE) works in partnership with the in-the-classroom ECE for Seamless Day to facilitate the after-school care component of Seamless Day. Knowledge of early childhood education is essential to this position.

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### Job Duties and Responsibilities

1. Establishes positive working relationships with school staff, community partners, families, and children.
2. Supports the transition of information between children, families, and classroom colleagues (second ECE and Kindergarten teacher).
3. Plans, coordinates and supports a quality licensed school-age group child care program for early primary students.
4. Collaborates with the Kindergarten teacher, second ECE and other school staff to create a seamless transition for children moving between the child care program and the school day.
5. With the classroom colleagues, plans and maintains a learning environment that promotes the health, security and well-being of children.
6. Supports budget preparation and purchase and maintenance of supplies and materials.
7. Attends meetings as requested.
8. Maintains statistics for child care reports.
9. Maintains the confidentiality of sensitive information seen or heard.
10. Understands and acts in accordance with relevant policies and procedures from the school, district, Ministry of Education, Child Care Licensing Regulation, and WorkSafeBC.
11. Maintains familiarity with Workplace Hazardous Materials Information System (WHMIS) / Globally Harmonized System (GHS).
12. Completes ongoing professional development and maintains ECE Certificate to Practice.

### Qualifications and Experience

1. Completed Post-Secondary Certificate or Diploma as an Early Childhood Educator .
2. Clear criminal record check and up to date Immunizations as required by the Child Care Licensing Regulation.
3. Current Early Childhood Educator's Certificate to Practice from the BC government's ECE Registry.
4. A minimum of 3 years of recent experience within a licensed child care setting.
5. A valid First Aid Certificate.
6. Demonstrated knowledge of the British Columbia Early Learning Framework and the Indigenous Early Learning and Child Care Framework.
7. Experience creating, organizing, planning and implementing an early learning program.
8. Demonstrated evidence of strong communication skills (verbal, written and electronic formats) and ability to work as part of a team with colleagues, parents and children.
9. Strong problem-solving and organizational skills, ability to work with minimal supervision.

This is a 12 hour per week temporary position effective as soon as possible, through to June 30, 2023. Actual hours of work will be in consultation with the Acting Principal or designate. The salary for this position will be as per the Collective Agreement between the Board of School Trustees for School District 10 (Arrow Lakes) and the Canadian Union of Public Employees, Local 2450. All interested persons must apply in writing to the HR Manager prior to 12:00 PM (Noon) on Monday, October 3, 2022.

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