



Early Childhood Educator – Temporary, Part-Time Position Burton Elementary School – Seamless Day Program School District 10 (Arrow Lakes)

Under the supervision of the principal or designate, the Early Childhood Educator (ECE) works in partnership with the kindergarten teacher in the classroom and leads after school care. Knowledge of early childhood education is essential to this position.

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 leads 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.

REQUIRED QUALIFICATIONS AND EXPERIENCE:

1. Completed Post-Secondary Certificate or Diploma as an Early Childhood Educator. Preference given to those with a degree.
2. Supports the transition of information between children, families, and classroom colleagues (second ECE and Kindergarten teacher).
3. Clear criminal record check and up to date Immunizations as required by the Child Care Licensing Regulation.
4. Current Early Childhood Educator's Certificate to Practice from the BC government's ECE Registry.
5. A minimum of 3 years of recent experience within a licensed child care setting.
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.

DESIRED QUALIFICATIONS AND EXPERIENCE:

1. Degree in ECE.
2. Membership with the Early Childhood Educators of BC.

3. Able to work with Pedagogical Narration as described in the Early Learning Framework.
4. Understanding of the ethics of Early Childhood Education as described in the ECEBC Code of Ethics.
5. Knowledge of Truth and Reconciliation and its application in Early Years settings and a commitment to the Truth and Reconciliation Calls to Action.

This is a 28 hour per week temporary position effective as soon as possible through to June 30, 2022 with the possibility of an extension for the 2022-2023 school year. Actual hours of work will be in consultation with the Vice 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 with a complete application including cover letter, resumes, proof of qualifications and references, to the HR Manager prior to 12:00 PM (Noon) on Tuesday, January 4, 2022. The successful applicant will be subject to a Criminal Record Check. Only short-listed candidates will be contacted.

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