



SCHOOL DISTRICT NO. 10 (ARROW LAKES) JOB DESCRIPTION MANUAL

Early Childhood Educator (ECE)

The Early Childhood Educator reports to the Child Care Manager and the District Lead for the Nakusp Early Learning Child Care Centre and works collaboratively with the district/early learning team. The role of the Early Childhood Educator is to supervise and care for children registered in SD10's child care program, to create a secure and culturally appropriate environment, to observe and monitor the health and safety of the children, and to provide child care programming that supports all aspects of the children's learning and development.

Job Duties and Responsibilities

1. In collaboration with the Child Care Manager help to develop and implement age-appropriate programming for children ages 0-5 years.
2. Guide and assist children in daily activities.
3. Establish positive working relationships with school staff, community partners, families, and children.
4. Maintain appropriate records of attendance, all daily plans and activities.
5. Ensure all accidents/incidents are recorded and reported in a timely manner to the Child Care Manager.
6. Maintain and update each child's file and be knowledgeable about diverse abilities, medical conditions, including administering medication and other care needs.
7. Provide diapering care and toilet training.
8. Share information regarding child development with parents, other professionals and the Child Care Manager.
9. Ensure confidentiality of privileged information.
10. Adhere to policies and procedures, including safety requirements and emergency preparedness.
11. Participate in team planning sessions, including in the development of child care plans for children with unique needs and staff meetings.
12. Establish reasonable behaviour expectations consistent with the Centre's policies and program objectives.
13. Prepare snacks and meals for children in accordance with the program objectives.
14. Maintain equipment and assist in general housekeeping requirements.
15. Understand and act in accordance with relevant policies and procedures from the school, district, Ministry of Education, Child Care Licensing Regulation, and WorkSafeBC.
16. Perform other job-related duties as directed by the Child Care Manager or District Lead for the NELCCC.

Required Qualifications and experience

1. Grade 12 plus Early Childhood Educator Certificate or Diploma.
2. Current ECE license to practice in the Province of British Columbia.

3. A valid Child Care First Aid Certificate.
4. A minimum of 1 year of recent experience within a licensed child care setting.
5. Experience creating, organizing, planning, and implementing quality early learning programming.
6. 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.
17. Strong problem-solving and organizational skills with the ability to work with minimal supervision.
18. Workplace Hazardous Materials Information System (WHMIS) Certificate.
19. Current Food Safe Level 1 Certificate.
20. Complete ongoing professional development and maintain ECE Certificate to Practice.

Desired Qualifications and experience

1. Related training in supporting children with diverse abilities.
2. Demonstrated knowledge of the British Columbia Early Learning Framework and the Indigenous Early Learning and Child Care Framework.
3. Knowledge of Truth and Reconciliation and its application in Early Years settings and a commitment to the Truth and Reconciliation Calls to Action.