

Early Childhood Educator Job Description

Job Title: Early Childhood Educator

Job Summary:

Early Childhood Educators work as a team to provide a caring, safe and nurturing environment and age appropriate program for children 1-5 years of age. Leap Forward Childcare supports a “learn through play” philosophy and provides a variety of programming to meet the individual needs of each child.

Job Details:

- Follow VIHA childcare licensing regulations
- Discuss the program’s daily events with family members at drop-off and pick-up times.
- Adhere to Leap forward childcare’s Staff Manual and Parent Handbook.
- Provide a daily balance of active/quiet, indoor/outdoor and individual/group activities.
- Carry out a daily schedule that incorporates child-directed activity, care routines and transitions times.
- Organize space, equipment and materials prior to activities.
- Set up daily routines to take advantage of embedded learning opportunities.
- Provide experiences that promote children’s understanding of their own and other cultures and value system.
- Plan and carry out activities that promote problem-solving play
- Organize physical and social environment to extend and expand child-directed play experiences.
- Represent and document children’s activities—display of children’s drawings and printing, portfolios
- Participate in short and long term planning and the annual program review.
- Seek out opportunities to recognize and celebrate new developmental achievements.
- Encourage and assist each child in carrying out daily routines.
- Provide daily opportunities for each child to choose to be alone.
- Engage each child individually each day.
- Observe how children use the materials and interact with each other and adults.
- Use observations to expand play and plan activities that recognize individual differences.
- Work with resource staff and other specialists to plan, carry out and review individual program plans.
- Set reasonable behavior expectations
- Provide positive guidelines such as re-directing, positive language and reinforcement.
- Immediately address problem behavior without labeling the child.
- Establish enjoyable daily eating routines.
- Attend to children’s physical needs for diapering, toileting, eating and sleeping
- Seek out opportunities to recognize and respect family’s child rearing practices

Qualifications:

- Early Childhood Educator’s Licence to Practice in BC

Wage:

- \$16.50-\$18.00 per hour
- Extended medical and dental benefits available

Hours:

- Monday - Friday
- 35-40 hours per week
- Leap Forward Childcare is open 6:30am-5:30pm

How to Apply:

- Resume emailed to info@leapforwardlangford.com
- Resume dropped off in person to 2758 Peatt RD, Victoria BC