



Position Description

EARLY CHILDHOOD EDUCATOR

Position: Early Childhood Educator

Department: Daycare

Reports to: Daycare Manager

Date: September, 2021

OVERVIEW

Our mission is to build a legacy for present and future generations of Esquimalt Nation members by ensuring our work is rooted in the teachings and natural laws that flow from the Sacred Trust. We will promote and advance holistic health, self-sufficiency and safety of Esquimalt Nation members by offering meaningful programs and services and working with our partners for mutually beneficial goals.

POSITION SUMMARY

The Early Childhood Educator (ECE) collaborates closely with all team members to provide a nurturing, inclusive and culturally appropriate space for all. The ECE will report directly to the Daycare Manager and will be on a team that includes (4) ECEA's, one (1) Early Childhood Educator and one (1) Infant and Toddler Educator. The ECE will provide exemplary childcare guided by the British Columbia (B.C.) Learning Framework and the Early Childhood Educators of B.C. code of ethics.

PRIMARY RESPONSIBILITIES

- Provides supervision, including approval of leave, performance evaluations and general oversight to a team of two (2) Early Childhood Educator Assistants (ECEA)
- Assists in developing daycare schedules and planning logistics with daycare staff
- Engages children in stories and other cultural teachings
- Sets up and tears down daycare components as directed
- Observes how children use materials and communications as a method to expand play and plan activities that recognize individual differences
- Initiate's referrals or additional services for parents and children
- Prepares meals when necessary for daycare
- Ensures compliance with safety protocols and Esquimalt Nations Daycare Policy
- Assists in developing and implementing necessary guidelines for day care licensing
- Carries out a daily schedule that incorporates child-directed activities, care routines and transition times

- Encourages and assists children in carrying out daily routines
- Engages children individually and as a group
- Sets realistic behavior expectations for children
- Attends to children's physical needs such as diapering, toileting, eating and sleeping
- Seeks out opportunities to recognize and respect family's child rearing practices
- Organizes physical and social environments to extend and expand child-directed play experiences
- Provides a daily balance of active/quiet, indoor/outdoor and individual/group activities
- Sets up and tear down of daycare components
- Attends all training opportunities, staff meetings and events provided and scheduled
- Performs other related duties as require.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the Nation as the needs of the Nation and requirements of the job change.

TEAM CORE COMPETENCIES

- Interdepartmental collaboration is a key to successful program delivery
- On time, ready to work each day
- Desire to serve the Nation members and the ability to put the greater good before personal feelings and resentments
- Belief that traditional processes of inclusiveness, dealing with conflict, respectful communication, and the connectedness to the spirit of the land is the respectful way to carry out all Nation business
- Share in a spiritual base upon which to build all conduct and decisions
- Share in a commitment to living life today following the teachings of the elders, we honor the Esquimalt Nation traditions and will attempt to use them in our daily work life

KNOWLEDGE, SKILLS, AND ABILITIES

- Demonstrated knowledge of Esquimalt/Indigenous people and culture
- Ability to work within a team
- Strong communication (verbal and written) skills
- Possesses reliable public relations and interpersonal skills to clarify facts, provide information and respond to community needs
- Proven ability to work with limited supervision and follow standardized practices and/or methods
- Well-developed de-escalation skills in potentially volatile situations
- Skilled in working with children and families

- Demonstrated mental alertness to ensure the safety of others

TRAINING, EDUCATION, AND EXPERIENCE

- Early Childhood Education Certification
- Class 4 driver's license with own vehicle and extended liability insurance
- Minimum of two years' experience working in a First Nations community (preferred)
- Minimum of one year experience in working with children
- Clean criminal record check for vulnerable populations and First Aid

CRITICAL SUCCESS FACTORS

Committed to our guiding principles:

- Every individual reflects the whole
- Connect our spirituality to our work
- Promote self sufficiency