



JOB POSTING

EARLY CHILDHOOD EDUCATOR (ECE)

Reporting to the Daycare Manager, the Early Child Care Educator (ECE) spends time actively involved with the children. He or she interacts, supports and guides the children by preparing activities, preparing areas of play and role modeling. Clean-up after activities with the children is a must in order to enhance a safe and healthy environment for the children as well as modeling responsibility.

DUTIES / RESPONSIBILITIES

- Maintains a safe and healthy environment for the children
- Works within the ECE Code of Ethics and provincial licensing
- Works within the philosophy of Kwigwis Daycare Centre
- Knows policies and procedures of the daycare and abides by them
- Be familiar with Band policies and procedures
- Knowledge of provincial licensing and regulations and works within them
- Is a team player willing to pitch-in
- Completes timesheets in a timely manner as per the Personnel Policy
- Works in cooperation with staff during activities and programming – both inside and outside the daycare centre
- Maintains good relationship with all staff, parents and guests within the centre
- Respects, honours and strictly adheres to confidentiality of centre, children, families and staff
- Is flexible to work in other programs
- Receives payments and issues receipts for daycare fees as per daycare procedure
- Participates in evaluations
- Answers telephone in a professional, responsible manner
- Willingness to pursue and further his or her ECE credentials
- Other duties as assigned by Daycare Manager

COMMUNICATION

- Interacts with parents and family members in a supportive respectful manner
- Promotes a mutual understanding of growth, development, strengths and needs of children
- Communicates and delegates duties to ECE Assistant / Responsible Adult / Training positions when necessary
- Interacts with children in a respectful and professional manner
- Constantly aware of children's activities by scanning the room and being able to multi-task
- Refers to, and contribute to the communication book
- Keeps track of dispensed medication, according to the licensing regulations and forms provided
- Maintains daily records of children (ie attendance arrival and pick-up times)
- Documents incidents as per need—reports incidents on form to licensing--non-reportable incidents on form for file

PROGRAMMING

- Cooperates with the Daycare Manager and other staff on childcare techniques
- Participates in planning and implementing the daycare program under the direction of the Daycare Manager
- Attends and actively contributes at staff meetings
- Provides appropriate early childhood experiences to foster all areas of child development, using the environment and available equipment
- Incorporate tactile and sensory activities where/when ever possible

- Ready, willing and able to go on walks and field trips
- Maintains an open, accepting and respectful manner and attitude towards all individuals involved in the program
- Assists in the development and implementation of individualized goals and programming for children with your co-worker and/or manager
- Assists in anecdotal observations, assessments and referrals alongside the Infant Development Program and other resources when necessary
- Prepares and delivers circle time activities
- Plans, prepares and offers art/craft activities
- Role models healthy/hygiene behaviours (washing hands, manners etc.)
- Prepares and serves daily morning/afternoon snacks for the children following Canada's Food Guide

REQUIREMENTS

- Valid ECE certificate (or willing to consider applicants who are or working towards)
- Current provincial license to practice (or working towards)
- Commitment to upgrade skills and attend professional development workshops
- 2 written character references confirming suitability working with children
- Immunization record
- TB test (yearly or as necessary)
- Valid First Aid with CPR (for children) Certificate
- Knowledge of Kwakiutl culture, language & practices – *strong assets*
- Exhibits patience and great sense of humour
- Flexible, hard-working and motivated
- High professional standards and conduct

KEY RELATIONSHIPS

- Works closely with the various daycare staff and educators and other various First Nations agencies
- Maintains good relations with the Kwakiutl Band staff, parents, children and community
- Fosters caring relationships with children (following Kwigwis Daycare guidance policy and following Provincial Licensing regulations)

WORKING CONDITIONS

- Satisfactory criminal record check (every 5 years)
- Smoke- and scent-free environment
- Harassment- and violence-free environment
- Bending, kneeling, packing, running, walking, squatting, sitting, crawling

Term: 2 Positions: (1) f/t permanent & (1) p/t, casual, on-call

Compensation: TBD

Competition Closes: Open until filled – positions to start asap



Please forward your cover letter and resume via e-mail for fax to:

Dwayne Worthing, Director of Human Resources
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