



Title: Early Childcare Educator

Reports to: Senior Supervisor

Status: Skilled Worker II

Department: Childcare

Pay Grade: Grade 4

Full/Part Time: Part Time or Full Time

Wage Last Amended: June 2019

Job Description Last Amended: November 2019

SUMMARY

The Early Childcare Educator is responsible for helping to create a caring and nurturing environment that protects the wellbeing of all participants of the BCITSA Childcare Centre. You observe and monitor children and learn their individual needs, then cater to these to have the greatest positive impact on their lives. You develop, lead and assist programs, and all activities, transitions, routines and procedures. You problem-solve and adapt to constantly shifting circumstances. You continuously teach and assist the children, while using a guidance and discipline strategy that meets the standards of the BCITSA Childcare Centre and legislation. You are also responsible for developing authentic, welcoming and trusting relationships with parents/guardians where you keep them informed of their child's progress, and support them as primary caregivers. You are responsible for guiding staff through daily routine and report to the Childcare Manager when needed.

JOB DUTIES

Care and Observation

- Ensure the whereabouts and safety of all children, and consider this when designing programs
- Be aware of the individual levels of development and needs of each child in order to customize all interactions and activities
- Know each child's allergies and special diets to ensure their food intake is appropriate
- Know the location of and procedure for using the epinephrine injector (EpiPen)
- Be aware of children who are feeling separation anxiety and address those needs
- Take pictures of special achievements and use according to program needs
- Know which children need extra stimulation and address those needs
- Lead observational procedures, watching how children interact with one another and noting who isolates themselves, and which groupings of children have better dynamics
- Be aware of how they listen and learn in order to identify potential issues

- Be aware of how children perform basic tasks and put in place corrective strategies as needed
- Monitor use of potentially hazardous equipment and intervene when needed
- Look out for hazards and rectify as needed; Ensure children use safety equipment

Programs and Routines

- Lead throughout the daily schedule: activities, programs, transitions and routines
- Design and lead a variety of programs and classes
- Prepare for programs, including creating necessary props
- Research and innovate activities, and match them to weekly themes
- Teach children activities and skills, and prepare and clean up activity spaces
- Ensure activities are taking place in appropriate spaces
- Analyze the amount of materials and equipment available in relation to number of children
- Monitor children at all times, including during naps and play time inside and outside
- Assist children in changing clothing, going to the bathroom and their hygiene
- Assist the Childcare Assistant when needed in diapering needs
- Ensure the use of non-antibacterial soap
- Assist and coach children in managing their feelings
- Create monthly curriculum for themes, set by Childcare Manager and inform staff accordingly

Communication with Parents/Guardians

- Develop and maintain authentic, welcoming and trusting relationships with parents/guardians
- Engage in casual conversation with parents/guardians to get insight into any potential problems at home that may have an effect on their child
- Promote and support parents/guardians as primary caregivers
- Advise and remind parents/guardians about special dates and events
- Update parents/guardians on progress, health concerns and low stock of personal items of their child

Guidance and Discipline Strategies

- Use strategies according to BCITSA Childcare Centre and legislative policies
- Model and coach respecting one another's respective personal space

- Model and coach sharing equipment, space, time and items
- Model and coach table manners and bathroom etiquette
- Separate children from problem areas after sufficient warnings
- Respect and show tact with children who are upset due to difficult personal issues

Operational Duties

- Communicate well and work collaboratively with the childcare team
- Share in the general cleaning and operational duties of the centre
- Delegate duties fairly
- Serve food and drinks, clean dishes, and launder clothes
- Clean all work areas, equipment and surfaces
- Perform opening and closing duties
- Ensure all toys, furniture and equipment are in good condition and cleaned regularly
- Protect equipment to ensure long-term usage
- Purchase various supplies as needed

Other Related Duties

- Support other staff members in their respective initiatives
- Maintain up-to-date knowledge of best practices and theories in the Early Childcare Education
- Other related duties as required

BCITSA Agent

- Maintain a professional and friendly demeanor when interacting with any internal or external stakeholders
- Understand and promote our mission and values naturally and know our basic history

Supplementary Information

- Attend all staff meetings and training sessions as required
- Must be able to lift up to 11kg (25lbs), bend, crouch, climb, stand, walk and carry
- Criminal record check must be passed every 5 years or less as employment continues

REQUIREMENTS AND ASSETS

Requirements

- Communication skills
- Team player
- Relationship building skills
- Nurturing and patient
- Multitasking skills
- Creative
- Early Childcare Educator Diploma
- First Aid certification
- Three years of experience in a similar role
- Pass a criminal record check for working with minors
- Problem-solving skills

Assets

- Foodsafe Level 1