



Job Description

Early Childhood Educator

Casual On Call

BRIEF OVERVIEW

Reporting to Reporting to the Daycare Manager, the Early Childhood Educator (ECE) is responsible for supporting the Day Care Centre working in a team setting to collaboratively develop and deliver a play-based program. The Day Care program focuses on providing safe, healthy, and culturally rich opportunities for children to participate in indoor and land-based experiences in one of the HeadStart program. The ECE will participate in all aspects of the program and ensure that the program meets or exceeds all licensing regulations and reporting requirements.

KEY RESPONSIBILITIES

The Early Childhood Educator is responsible for the following key functions.

Day Care Support:

- Implements developmentally appropriate activities and experiences.
 - Planning, delivering, and evaluating developmentally appropriate activities and experiences for students, developing daily schedules including indoor/outdoor, active/quiet, and individual/group activities.
 - Developing and providing quality programming that includes four areas of growth and development and incorporates Shuswap culture.
 - Acknowledging and responding to each child's behaviours, interests and ideas.
 - Communicating with each child in a style, manner, and at a pace and level that is appropriate to their needs.
 - Offering a range of activities that allows each child to achieve success.
 - Responding positively to children's efforts to learn, grow and acquire new skills.
 - Supervises children and ensuring a safe environment.
 - Conducting safety checks of grounds, facilities, furnishings, equipment and materials.
 - Identifying unsafe items for removal, replacement or repair.
 - Uses appropriate guiding and caring for groups of children.
 - Supervising children at all times and maintain an awareness of the whole group when working with an individual child or small group.
 - Demonstrating a knowledge and practice of required hygiene standards and procedures.
 - Encourages children's learning and development of positive sense of self.
 - Preparing and ensuring individual growth and developmental goals are met for each child.
 - Conducting needs assessments, identifying learning gaps, and providing leadership to develop plans and priorities in creating programs to address the learning requirements of the organization and community.
 - Developing positive approaches to guide children's behaviour
 - Guiding children's behaviour using a range of developmentally appropriate, consistent and positive approaches.
 - Documents children's learning experiences.
 - Monitoring, recording and updating children's physical and emotional health status using appropriate methods.
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- Maintaining health records and administers First Aid and medication as required.
- Works effectively as a member of a team.
 - Helping to prepare nutritious, appealing, and balanced snacks and meals, taking into account cultural or dietary preferences.

Communication and Relationship Management:

- Communicates positively with parents/guardians, creating a warm and inviting environment for families.
 - Listening and responding to each family's views in a manner that supports and respects the individual family.
 - Listening to families attentively and encourage them to express their needs.
 - Acknowledging individual parenting practices in a respectful manner.
- Facilitates a respectful conflict resolution process when dealing with difficult staff and parent/guardian issues.
- Implements a problem-solving approach with practical solutions when faced with difficult situations.
- Works effectively as a member of a team.

Facility Management:

- Contributes to the on-going operation of the Day Care Centre.
- Maintains a neat, orderly and clean environment in all activity and program areas.
- Ensures health and safety for children. Observing and removing potential hazards; reporting all incidents of child abuse to the Daycare Manager.

Other duties as assigned/required.

COMMUNICATIONS / CRITICAL SKILLS	FOUNDATIONAL KNOWLEDGE
● Must be able to work independently and work as a member of a team. ● Excellent communication skills using verbal, non-verbal, written, and when necessary, alternative communication methods. ● Recognize and respond appropriately to a wide range of individual communication styles. ● Strong organizational, planning, and problem-solving skills. ● Understanding of child growth and development stages and children's rights. ● Require a level of ethical decision making and judgement and keep professional boundaries. ● Demonstrate cultural competence and honour and affirm diversity. ● Ability to consistently engage in the process of observation, documentation, assessment, planning, implementation, in a non-judgmental manner.	<u>Required:</u> <i>Indigenous Perspective</i> ● Lived Experience residing in or working for a First Nation Band, specifically supporting with the development of children in a culturally sensitive and relevant manner is an asset. ● Understanding of First Nations needs, issues, and concerns. <i>Western Ways</i> ● Valid ECE Certificate and Certificate to Practice. ● Minimum 2 years' experience in a child care setting. ● Valid Standard First Aid/CPR Certificate. ● Experience in Responsive Curriculum and Pedagogical Narration. ● Food Safe Certificate. ● Previous experience in Aboriginal Head Start or other Indigenous Cultural Programs. ● Must have valid driver license (BC Class 5) and satisfactory driving record.



- Attend, engage, listen actively, reflect back challenge, and self-disclose appropriately, while being flexible and empathetic.

- Up-to-date record of immunizations and tuberculosis test.
- Proficiency in using computers: Microsoft 365, Microsoft Word, Excel, Outlook, PowerPoint, and various video conferencing platforms.
- Criminal records check (vulnerable sector).

Preferred:

- WHMIS.
- Previous experience working in a First Nations community and/or organization.
- Indigenous Language speaker or Knowledge Holder.
- Demonstrated knowledge of education programs and regulations, including Head Start and daycare.

**LEVELS of INFLUENCE
(DECISION MAKING & IMPACT)**

4 Levels of Influence:

- Direct Responsibility to Policy, Program(s)/Engagements requiring an in-depth Knowledge.

Decision-making:

- **Frequency:** Medium
- **Complexity:** Medium

Impact:

- **Reach:** Own Dept.
- **Significance of errors:** Potential for substantial negative impact to the organization, including relational impacts/image.

WORKING CONDITIONS (MENTAL, PHYSICAL & ENVIRONMENTAL DEMANDS)

Mental:

- Dealing with large amounts of data.
- Dealing with tight timelines/budget constraints.
- Dealing with highly sensitive situations, crisis management and conflict resolution.
- Making difficult decisions that may have impact on others.

Physical:

- Work long hours
- Lifting up to 10 - 50 lbs.
- Some travel is required.
- Work long hours may include standing, sitting, crouching, kneeling, bending, and/or walking.

Environmental Conditions:

- Work is performed primarily in a child care setting.
- Working in extreme weather (heat, cold, etc.)
- Some travel to affiliated organization locations required.
- May need to respond to rare after-hours or emergency calls.



Job Title: Early Childhood Educator	Job title External (if different):
Reports to: Daycare Manager	Pillars/Programs: Education / Daycare
Direct Reports: 0	Date: August 2026
Overtime Eligible: Yes	Expected Travel: 5%
Financial Scope: Low	Location: 3405 Mountain House Road Williams Lake BC, V2G5L5

