



Job Description

Early Childhood Educator (ECE) Assistant

Casual on Call

BRIEF OVERVIEW

Reporting to Day Care Manager, the Early Childhood Educator (ECE) Assistant is responsible for supporting the Day Care Centre plans and helps to implement and evaluate activities and experiences (including food preparation assistance) in keeping with the Aboriginal Head Start philosophy and program components to meet the individual and group needs of children and their families.

KEY RESPONSIBILITIES

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

Head Start Program Support:

- Ensures health and safety for children.
- Encourages children's learning and development of positive self-concept.
- Uses appropriate guiding and caring for groups of children from 2 ½ to 5 years old.
- Works effectively as a member of a team.

Communication and Relationship Management:

- Communicates positively with parents/guardians.
- 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.

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.

Preschool Food Preparation:

- Supports the planning and implementing of culturally appropriate experiences according to Canada's Food Guide – First Nations, Inuit and Metis including:
 - Food preparation: breakfast, lunch, and afternoon snacks.
 - Serving meals to each classroom on time, at the appropriate temperature.
 - Preparing appropriate amounts of food for each classroom, with amounts served meeting the Canadian food guide.
 - Maintaining a clean and organized kitchen, including all food storage areas.
 - Making sure all thermometers are working properly.
 - Ensuring all food items are checked for expiration dates.
 - Cleaning the entire Kitchen and appliances throughout the day.
 - Organizing and putting away all groceries, food orders, and non-food items.

Other duties as assigned/required.

COMMUNICATIONS / CRITICAL SKILLS	FOUNDATIONAL KNOWLEDGE
• Strong organizational, prioritization, and project management skills. • Excellent communication and interpersonal skills. • Ability to work independently and build effective interpersonal relationships. • Strong organizational skills with the ability to manage concurrent projects and deadlines. • Strong interpersonal and communication skills for working with children and families. • Ability to manage multiple requests and situations simultaneously. • Problem-solving and conflict resolution capabilities. • Strong work ethic and positive team attitude. • Self-motivation and proactive approach to dealing with conflicts. • Flexibility to accommodate changing schedules.	<u>Required:</u> <i>Indigenous Perspective</i> • Understanding of First Nations needs, issues, and concerns. <i>Western Ways</i> • Early Childhood Educator Assistant Certificate and License to Practice. • 1-2 yrs. experience working with children in a childcare/recreation setting. • Valid First Aid/CPR Certificate. • 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). <u>Preferred:</u> • Food Safety certificate. • WHMIS certificate. • Previous experience working in a First Nations community and/or organization. • Demonstrated knowledge of education programs and regulations, including Head Start and daycare.



LEVELS of INFLUENCE (DECISION MAKING & IMPACT)	WORKING CONDITIONS (MENTAL, PHYSICAL & ENVIRONMENTAL DEMANDS)
4 Levels of Influence: - Influence or Indirect Responsibility to Policy/Program(s)/Engagement <u>Decision-making:</u> Frequency: None/Low Complexity: None/Low <u>Impact:</u> Reach: Organization-wide plus external. Significance of errors: Potential for substantial negative impact to the organization, including relational impacts/image.	<u>Mental:</u> - Dealing with highly sensitive situations, crisis management and conflict resolution. - Making difficult decisions that may have impact on others. <u>Physical:</u> - Work long hours or evenings/weekends. - Lifting up to 10 - 50 lbs. - Some/Occasional/Frequent travel is required. - Work long hours may include standing, sitting, crouching, kneeling, bending, and/or walking. <u>Environmental Conditions:</u> - Work is performed primarily in a childcare 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 Assistant	Job title External (if different):
Reports to: Day Care Manager	Pillars/Programs: Education - Day Care
Direct Reports: 0	Date: Augusto 2026
Overtime Eligible: Yes	Expected Travel: 5%
Financial Scope: Low	Location: 3405 Mountain House Road, Williams Lake, BC V2G 5L5

