

# **Cariboo Child Care Society - Early Childhood Educator Job Description**

## POSITION SUMMARY:

In adherence with the established policies and philosophy of Cariboo child Care Society, the educator will provide program development and direct supervision of children thirty (30) months to five (5) years of age.

The educator will demonstrate an ability to assume and utilize the role of care giver and educator according to the needs of the children, family, and staff.

REPORTS TO: Senior Educator

## KEY DUTIES AND RESPONSIBILITIES

1. Plans, implements, supervises, and evaluate developmentally appropriate programs for children. Develops daily activities which include indoor/outdoor, active/quiet, and individual/group activities.
2. Utilize guidance and teaching techniques that reflect best practise, Cariboo Child Care Philosophy, individual interests, special talents, and pace of learning.
3. Participates and assists the Senior Educator in regular on-going assessments of children and develops individualized and group emergent curriculum based on children's individual needs.
4. Shares with the Senior Educator constructive feedback and feedforward on observations of Practicum Student performance in the center.
5. In partnership and consultation with the Senior Educator, maintains open and positive communication with parents. Where applicable, requests input and participation of parents into the development of children's programs. Confers with parents with regards to unusual or problematic issues. Acts as a resource for parents when difficulties arise. Participates in planning and implementation of parent involvement.
6. In partnership with the Senior Educator, establishes a healthy and safe environment. Follows all health and safety guidelines as outlined in CCCS Policy and procedures Manual and as required by Interior Health Authority.
7. Adheres to CCCS procedures and government regulations for reporting suspected abuse.
8. In partnership with the Senior Educator, is responsible for the orderly management, appearance, décor and learning environment of the center.
9. Is familiar with and follows Interior Health Authority Licensing Regulations and complies with all Public Health Orders.
10. Maintains open, positive communication with all staff, community partners and relevant professionals.
11. Maintains a high-performance standard of professional and ethical conduct.
12. Performs other duties as assigned by the Senior Educator, Executive Director or Designate.
13. Assists the Senior Educator in ensuring all safety rules and standards are followed when children are accompanied off site.
14. Other duties as assigned.

## QUALIFICATIONS AND REQUIREMENTS

Education, Training and Experience

- Active Early Childhood Education Certificate
- Current community care level 1 first aid certificate

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- Clear criminal record check
- Experience working with children.
- Knowledge of Interior Health Authority Licensing Regulations

### Job Skills and Abilities

- Excellent guidance skills, including group processes and facilitation techniques
- Well developed oral and written interpersonal communication skills
- Sound time management and organization skills
- Knowledge of CCCS policies and procedures
- Compliance with ECE BC Code of Ethics and the BC Early Learning Framework
- Ability to safely lift weights up to 50lbs

### Additional Information

- Participation in ongoing professional development related to best practise in the field of Early Childhood Education is expected.
- All positions are subject to a three-month probationary period and annual positive performance evaluations.
- Jobs are not static; job descriptions will reflect changing duties and will be updated periodically to reflect these changes.