

## **Cariboo Child Care Society – Senior Infant & Toddler 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 staff and children aged two (2) months to thirty-six (36) months.

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.

The Senior Educator will, in consultation with the Executive Director, provide leadership and coordination of opportunities for Early Childhood Educators students to participate in practicum placements for completion of basic Early Childhood Education Certification.

REPORTS TO: Executive Director or Designate

### KEY DUTIES AND RESPONSIBILITIES

Senior Educators are expected to comply with all position expectations of educators. In addition, responsibilities include, but are not limited to the following:

1. Plan, implement, supervise, and evaluate developmentally appropriate programs for children.
2. Utilize and model teaching techniques that best reflect the Cariboo Child Care Society philosophy and early childhood education best practice.
3. Develop a program that assists and supports educators with ongoing assessment of children, complete program evaluation and encourage implementation of new and innovative ideas relevant to these assessments.
4. Establish programs for families that encourage participation and reflect childcare philosophy.
5. Assume responsibility for:
  - Initial program orientation of new families
  - Planning and attending parent and staff meetings
  - Ensuring all appropriate documentation is complete and updated as required (per Interior Health Authority Community Care Licensing and Cariboo Child Care Societies standards)
6. Adopt a liaison role with relevant community agencies. Establish partnerships which enhance services for children and families.
7. Ensure all health and safety standards are implemented and maintained as outlined in policy and procedure handbook and mandated by Interior Health Authority Community Care Licensing Regulations.
8. Function as a leader and mentor to practitioners at earlier stages of career development.
9. Models ethical and professional practice as outlined in ECEBC Code of Ethics.
10. Familiar with and able to implement reporting procedures for suspected abuse as outlined in policy procedure manual and government legislation.
11. In consultation with Executive Director, complete required probationary period, and annual performance evaluations of educators under their direct supervision; including recommendations relevant to continued employment.

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12. Establish and maintain methods of communication, which reflect openness, cooperation, respect and partnership between educator, family, children, program staff and community professionals.
13. Ensure all program needs are addressed. Informs Executive Director of issues and concerns needing attention when Senior Educator cannot appropriately address them.
14. Will assist Executive Director with ongoing evaluation of TRU ECE department and Society partnership.
15. Promote an effective working relationship with TRU faculty, staff and students through regular evaluation and discussion of our professional partnership.
16. Refers administrative issues, concerns and/or requests to Executive Director.

### **1. QUALIFICATIONS AND REQUIREMENTS**

#### Education, Training and Experience

- Active Early Childhood Education Certificate/Diploma
- Current community care level 1 first aid certificate
- Clear criminal record check
- Experience working with children.
- Knowledge of Interior Health Authority Licensing Regulations

#### Job Skills and Abilities

- Proven supervisory skills in a childcare setting
- 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

#### 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.
- Ability to safely lift weights of up to 50 lbs.
- Exposure to unpleasant and frequent smells.
- Frequent kneeling and time on the floor.