



Boys & Girls Clubs
of Central Vancouver Island

Job title	Early Childhood Educator Assistant (ECEA)
Reports to	Early Childhood Supervisor
Date	April, 2016

Job purpose

The Early Childhood Educator Assistant (ECEA) assists senior staff to provide support and direct care to children under six, including special needs children or infants/toddlers. In addition the ECEA assists senior staff in providing early learning experiences that will stimulate and develop the children's intellectual, physical and emotional growth. This will be done in accordance with the British Columbia, early learning framework.

Duties and responsibilities

Program Planning and Implementation:

- Work as a key member of an integrated staff team that consistently strives for inclusion, excellence and effective conflict resolution
- Assists with planning, implementation and evaluation of developmentally appropriate activities and experiences for children using modeling, observing, questioning, demonstrating and reinforcing techniques. Develops daily program schedules that include indoor/outdoor, active/quiet and individual and group activities that meet BGCCVI Core Programming standards.
- Ensure children are supervised at all times and engaged in safe activities throughout the day
- Responsible for maintaining effective relationships with parents/caregivers and other stakeholders. Involve the parents/caregivers in the decision making process as it relates to the growth of his/her child at the Club.
- Attends to the children's physical needs (ie. diapering, toileting, eating, and sleeping).
- Administers first aid and medication in accordance with Club policy and procedures and licensing regulations.
- Participate in special promotional activities, programs, or events as required by BGCCVI.
- Using a team approach Early Childhood Educator Assistants will work together to implement identified care plan goals and strategies for the Supported Child Development child(ren) to ensure consistent practice and maximize impact.
- When funding is available, an Early Childhood Educator Assistant will be designated as a Supported Child Development (SCD) staff. He/She will work closely with other daycare staff to support the needs of the child and the group. SCD and Early Childhood Educator Assistants can be interchangeable as long as someone is designated to focus on the needs of the individual and is following the strategies outlined in the child's care plan. In order to be inclusive, it is important that the SCD is not working in isolation and is not easily identifiable as a Support Worker.
- SCD staff will observe and provide feedback to the child's team (Parent/Caregivers, BGCCVI staff, and Child Development Centre) on progress on goals and existing strategies and provide input towards any new areas of focus.



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Administration:

- Reports on progress, behaviours and other issues related to children. Contributes to reports for children moving onto elementary school. Maintains required records and statistics.
- Complete bi-weekly timesheets
- Attend agency staff meetings and community meetings as required
- Adhere strictly to the Policies and Procedures of the Boys and Girls Clubs of Central Vancouver Island and Community Care Licensing Regulations.
- Document and report all incidents of suspected child abuse to the Ministry for Children and Family Development
- Reports all critical incidents to the Licensed Program Supervisor and Community Care Licensing and complete a written "Incident Report"
- Ensures that all required documentation is accurate and complete (daily attendance, Club log book, communication book, etc.)

Human Resource Management:

- Provide feedback for the evaluation of the work of volunteers/practicum students that are assisting with the delivery of the Club programs

Financial Management:

- Responsible for all program funds assigned including reconciliation (ie. handing in receipts/change)

Facility Maintenance:

- Responsible for checking that any equipment or facilities used to help facilitate the delivery of the program plan are safe, in good working order, and free of risk
- Ensure that the facility is left clean and facility cleaning checklist is complete upon the conclusion of your shift (where appropriate sweep floor, vacuum carpet, wipe tables, put away craft and recreational supplies, and clean kitchen)
- Follow appropriate lock-up procedures at the conclusion of your shift
- Report all concerns you may note in the facility to the ECE Supervisor immediately

Van Maintenance:

- Completes a pre and post trip van inspection anytime children are to be transported in an agency van. Van must be inspected by an employee with the appropriate class license.
- Ensure car seats are properly installed and seatbelts are fastened correctly.
- Report all concerns noted regarding a van to the ECE Supervisor immediately
- Add necessary fluids to vans

All other duties as assigned by the designated ECE or ECES

Qualifications

Education

- Minimum of one course in Early Childhood Education and Care



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Professional Designation

- Must be Licensed with the Provincial Community Care Licensing Board
- ECE – Early Childhood Registry (License) MCFD

Experience - Preferred

- Previous work experience in a similar environment
- Experience in assessment, planning, implementation and evaluation of programs, and activities
- Experience working in a Community Care Licensed facility
- Experience working with the unique needs of a community with regards to cultural diversity and challenged populations

Knowledge, Skills and Abilities

- Valid First Aid/CPR certificate approved by Community Care Facilities Licensing
- The ability to assist in planning and implementing programs for 3-5 year old children in accordance with the Early Learning Framework
- The ability to assist senior staff in effectively supervising children birth-5 years.
- Well-developed oral, written, and interpersonal communication skills
- Fostering effective working relationships with other program staff, volunteers, parents, and other community groups and organizations
- Knowledge of Early Childhood Development
- Knowledge of group process and facilitation techniques

Personal Characteristics

- A positive, supportive and cooperative role model to children and youth.
- Independent, pro-active thinker.
- This position requires an individual who will be able to function while exposed to a high level of noise and distractions from children. The individual may also need to pay close attention to physical and emotional challenges of Children and Youth.
- The ability to function independently, under pressure, while managing complex situations is an ongoing expectation of this position.

Working conditions

This position will be exposed to a high level of noise and distractions from children. Direct delivery may include moderate physical activity involving walking, standing, bending and lifting children. Participation at meetings, conferences and other events; may involve long work days, and/or evening/weekend work.

Approved by:	<i>Sarah Foster – Director Childcare and Early Learning</i>
Date approved:	<i>April, 2016</i>
Reviewed:	<i>Liz Harper – Director of HR</i>