



Boys & Girls Clubs
of Central Vancouver Island

Job title	Early Childhood Educator (ECE), ECE/IT and Assistant (ECEA)
Reports to	Early Childhood Supervisor
Date	August, 2019

Job purpose

The Early Childhood Educator (ECE) provides support and direct care to children under six, including special needs children or infants/toddlers. The ECE also provides 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
- Plans, carries out and evaluates 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
- Communicates with families about children's growth and development. Requests input from and participation of parents in the development of programs. Confers with parents with regard to usual or problematic issues.
- Identifies the abilities, interests and needs of children and develops individualized and group curriculum based on these. Recommends referrals or additional services or work in consultation with professional such as behavioural therapists, occupational therapists and speech and language pathologists.
- 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 (i.e. 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 Educators will work together to implement identified care plan goals and strategies for child(ren) to ensure consistent practice and maximize impact.
- Aware of outstanding issues/needs of program participants and corresponding care plans. Using a team approach ECEs will work together to implement identified care plan goals and strategies to ensure consistent practice. When funding is available, an ECE will be designated as a Supported Child Development (SCD) staff. They will work closely with other program staff to support the needs of the child and the group.



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- All 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.

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.
- 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 to the ECE Supervisor
- Reports all incidents and injuries via the online Incident and Injury Reporting form.
- For Licensing identified critical incidents a Community Care Licensing Officer and Director of Childcare and Early Learning must be notified within 24 hours.
- Ensures that all required documentation is accurate and complete (daily attendance, Club log book, communication book, etc.)

Human Resource Management:

- Complete bi-weekly timesheets
- ECE provides work direction to Early Childhood Educator Assistants as required
- 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 to them including reconciliation (i.e. handing in receipts/change)
- Ensure Ez-child Track information is inputted daily

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 kept clean and daily/weekly/monthly duties are completed as assigned by your supervisor.
- Follow appropriate lock-up procedures at the conclusion of their 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, in accordance with the Motor Vehicles Act (i.e. CVI, Fire Extinguishers). Van inspection must be conducted by employee with appropriate class license.
- Ensure car seats are properly installed and seatbelts are fastened correctly. Ensures children who require car seats are identified and that car seats are in good working condition.
- Report all safety concerns regarding a van to the Licensed Program Supervisor immediately



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- Vans are cleaned out daily and washed/vacuumed regularly to present a positive BGCCVI image.
- Ensure vans are driven, maintained and inspected in accordance with the Motor Vehicles Act.

Qualifications

Education

- Early Childhood Education Diploma preferred. (Combination of education and experience will be considered)

Professional Designation

- Must be approved by the Early Childhood Registry (ECE, ECEIT or ECEA Certificate)

Experience

- Previous work experience in a similar environment is preferred experience in assessment, planning, implementation and evaluation of programs, and activities
- Experience working in a Community Care Licensed facility

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 children birth to 5 year old children in accordance with the Early Learning Framework
- The ability to effectively supervise 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 unique needs of their club's individual community with regards to cultural diversity and challenged populations
- Demonstrated knowledge of Early Childhood Development
- Demonstrated knowledge in the Early Learning Framework
- Knowledge of group process and facilitation techniques

Personal Characteristics

- A positive, supportive and cooperative role model to children and youth.
- Independent, pro-active thinker.
- 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.



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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:	Sarah Foster – Director Childcare and Early Learning
Date approved:	August, 2019
Reviewed:	Liz Harper – Director of HR & OE