



School District 8
Kootenay Lake

Group: CUPE

Title: Early Childhood Educator

Dept.: Inclusive Education

Location: School/Site

Position Description:

The Early Childhood Educator reports to the school Principal/Child Care Manager and works collaboratively with the school/district primary/early learning team. The role of the Early Childhood Educator is to supervise and care for children in elementary and child care programs in the district. The Early Childhood Educator creates a safe, secure and culturally appropriate environment for children and provides child care programming that supports children's learning and development, either during the school day or in before/after school care programs.

Reports To:

Principal, Child Care Manager or designate.

Direct Reports:

N/A

Duties & Responsibilities:

- In collaboration with the Principal/Child Care Manager help to develop and implement age-appropriate programming for children ages 0-11 years.
- Implements and maintains a learning environment that promotes the health, security and wellbeing of children.
- Establish positive working relationships with children, school staff, and families.
- Maintain appropriate records of attendance, all daily plans and activities.
- Maintain and update each child's file and be knowledgeable about diverse abilities, medical conditions, including administering medication and other care needs.
- Provide diapering care and toilet training.
- Share information regarding child development with parents, other professionals and the school principal/Child Care Manager.
- Understand and act in accordance with relevant policies and procedures from the school, district, Ministry of Education, Ministry of Health, Child Care Licensing Regulation, and WorkSafeBC.
- Adhere to all relevant policies and procedures, including safety requirements and emergency preparedness.

- Ensure all accidents/incidents are recorded and reported in a timely manner to the Principal/Child Care Manager.
- Participate in team planning sessions, including in the development of child care plans for children with unique needs and staff meetings.
- With the school principal/Child Care Manager, establish reasonable behaviour expectations consistent with school and district codes of conduct and program objectives.
- Prepare snacks and meals for children in accordance with district guidelines and program objectives.
- Maintain equipment and assist in general ongoing tidying requirements.

The above job description reflects the principle functions of the job. Other comparable or transient duties which are within the area of knowledge and skills required by the job description may also be assigned.

Education & Experience:

- Grade 12 diploma.
- Successful completion of a post-secondary Certificate or Diploma as an Early Childhood Educator, including practicum.
- Current Early Childhood Educator's License to Practice from the BC Government and registration in the province's ECE Registry.
- A valid Child Care First Aid Certificate.
- Workplace Hazardous Materials Information System (WHMIS) certificate.
- Current Food Safe Level 1 Certificate.
- A minimum of 1 year of recent experience within a licensed child care setting.
- As a requirement of the ECE License to Practice, ongoing professional development hours are required each year – these hours are available to be completed without cost through SD8 training and professional learning opportunities.

Skills, Knowledge and Abilities

SKILLS:

- Proficiency in building and maintaining relationships with children, staff, and families.
- Strong collaboration and teamwork skills.
- Proficiency in working in a dynamic setting with constant change.
- Strong conflict resolution skills.
- Proficiency in managing difficult situations with tact and diplomacy.
- Proficiency in demonstrating initiative and independence.
- Strong problem-solving and decision-making skills.
- Effective organization and time management skills.
- Effective notetaking and report writing with attention to detail.

KNOWLEDGE:

- Demonstrated knowledge of the British Columbia Early Learning Framework.
- Working knowledge of the provincial and district child abuse, FIPPA, and Duty of Care protocol and reporting procedures.
- Understanding and awareness of diversity.

- Working knowledge of WorkSafe BC occupational health and safety regulations and the demonstrated ability to work in a manner that recognizes personal safety and the safety of others.
- Working knowledge of current office software programs, with the ability to learn other software programs/add-ons.

ABILITY:

- To create, organize, plan, and implement quality early learning programming.
- To support children with diverse abilities.
- To use technology to assist students.
- To multi-task, prioritize, self-motivate, and meet deadlines.
- To communicate effectively both orally and in writing.
- To establish and maintain positive, effective work relationships in a team environment at all times.
- To be flexible, adaptable, and resilient to change.
- To use office equipment at a basic level.
- Physical capabilities, stamina, and coordination suitable for working in a K-12 school setting.

RESPONSIBILITY:

- Effectively interact and establish professional rapport with children, staff and families.
- Maintain professional relationships with community partners, families, and School District staff.
- In collaboration with school-based teams, support children to engage in classroom learning and in child care settings.
- Maintain a high level of confidentiality.

WORKING CONDITIONS:

- Relatively equal balance of standing/walking and sitting to accommodate students' needs.
- Briskly walk on occasion and participate in outdoor recreational activities in all types of weather and various terrain.
- Work may be within a climate-controlled indoor facility or outdoors in various weather conditions.
- Working throughout the shift with young students.
- Work in a variety of settings.
- To focus/concentrate for long periods of time.
- Work is physically demanding and may involve reaching, lifting and carrying children, furniture and equipment related to the position.
- High contact with bodily fluids.

SALARY:

- Wages and employment benefits per CUPE collective agreement.

Key Relationships:

Good working relationships with:

- Children
- School District 8 Staff
- Parents
- Ministry and associated agencies' staff

Next scheduled revision: Fall 2029

Reviewed: February 28, 2025