



EXTERNAL JOB POSTING

KOOTENAY KIDS EARLY CARE & LEARNING CENTRE

EARLY CHILDHOOD EDUCATOR

Kootenay Kids Society (KKS) is seeking a qualified candidate to fill the full time, permanent position of Early Childhood Educator at the Early Care and Learning Centre.

Under the direction of the Infant Toddler and 3-5 Senior Supervisor, the Early Childhood Educator, working within a team environment, will be responsible for all aspects of planning, implementing and evaluating a comprehensive, age appropriate program for children in their care.

QUALIFICATIONS & SKILLS:

- 19 years of age – minimum
- Registered Early Childhood Education Certificate
- Infant Toddler post basic certificate an asset
- One year recent related experience or an equivalent combination of education, training & experience
- Current recognized First Aid Certificate
- Current Criminal Record Check
- Demonstrated knowledge of child development and its practical application
- Well developed verbal, written and interpersonal skills
- Physical stamina and general good health
- Ability to work as part of a team
- Dependable and Reliable

This is permanent 37.5 hour/week position starting 31 August 2020. The position is open to all applicants and requires Union membership.

The wage is consistent with the BCGEU Local Memorandum of Agreement (\$18.32per hour) and includes benefits.

Send a resume and letter of interest to:

Angela Morris, Operations Manager at angelam@kootenaykids.ca

Closing Date: 4:30pm on Friday 21 August 2020

POSITION RESPONSIBILITIES

- Work cooperatively as part of a team, providing input and support to co-workers.
- Plan, implement and evaluate developmentally appropriate activities and experiences for children
- Develop daily program which includes indoor/outdoor play, active/quiet play & individual/group activities.

- Supervise children in daily activities. Guide and assist children in the development of appropriate life skills and interactive behaviour. Utilize teaching techniques which include modeling, observing, questioning, demonstrating, and positive reinforcement.
- Attend to each child's physical needs including: diapering, toileting, feeding and sleeping.
- Employ appropriate and acceptable behaviour management techniques at all times.
- Administer first aid and medication as required.
- Develop and maintain supportive relationships with children and their families, Kootenay Kids staff, and community members. Facilitate a supportive emotional climate with children and their families.
- Provide regular feedback to parents with regard to their child.
- Observe and document child's social and emotional development.
- Report all incidents of a serious nature to the Learning Centre Director and carry out organizational and/or legislative procedures with regard to reports and follow up.
- Carry out proper health, safety and licensing standards and report any concerns to the Learning Centre Director.
- Familiarize self with the Kootenay Kids policies and procedure manual and health and safety manual.
- Assist in maintaining a safe environment both indoors and outdoors.
- Complete required reports and paperwork as directed.
- Opening and closing the centre as required.
- Accepting payments and providing receipts in the Director's absence.
- Provide work direction to early childhood educator assistants and field placement students as required.
- Maintain confidentiality regarding all matters pertaining to clients and the Kootenay Kids Society.
- Perform other related duties as required

Children with Challenges

- Prepare reports for and attend progress meetings for children with challenges, if assigned as the Key Worker.
- Develop and implement inclusive programming within a group atmosphere for children with special needs.
- Observe, consult and participate with health and early intervention professionals.
- All ECE Position Responsibilities apply to Key Worker as well.