



# Employment Opportunity

## *Early Childhood Educator (ECE)*

### Position Summary

Job Type:	Full-time, permanent
Hours of Work:	Monday – Friday 8:00 a.m. – 4:00 p.m.
Reporting to:	Manager, Social Development
Department:	Social Development
Wage:	\$21.00 - \$24.00 based on experience

The primary focus of this position is to foster the cognitive, emotional, social and physical development of children in the daycare/preschool program, through a structured learning environment.

### Key Responsibilities

#### *Preschool Program*

- Delivers a variety of individual and group developmental activities that help children learn, socialize, play, and express themselves while incorporating experiences that foster an understanding of Skeetchestn culture, language and traditions.
- Provides appropriate care and supervision of children at all times - inside, outside in playground, community walks.
- Ensures spaces are organized, clean and free from hazards; checks availability of equipment and materials before commencing activities.
- Plans, organizes and prepares learning and play activities. Sets up materials, supplies and equipment etc. Organizes supplies including arts and craft materials.
- Organizes and presents regular fire and life safety drills.
- Encourages and assists children with daily self-help skills and activities.
- Guides and assists children in the development of proper eating, dressing and hygiene/toileting habits.
- Attends to children's physical needs for diapering, toileting, eating and sleeping/resting.
- Ensures children's behavior encourages positive self-concepts that include providing positive guidelines such as redirecting, positive language, and positive reinforcement.
- Prepares, presents and cleans up daily snacks
- Follows daily, weekly and monthly cleaning schedules. Regularly sanitizes toys.
- Communicates with parents to provide updates and encourages parent participation in program activities.
- Ensures confidentiality of student information.
- Follows procedures to align with licensing requirements to fulfill the responsibilities as an Early Childhood Educator (ECE).
- As part of professional development, keep up to date with early childhood education and advocacy developments.
- Assists parents with recommendations of the availability of services and programs offered.
- Ensures a healthy and safe environment for all children by following all policies and procedures.

#### *Administration*

- Enrolls new students into daycare/preschool program.

- Provides regular updates and reports to the Manager, Social Development. Prepares activity reports, and program impact updates as requested.
- Develops and maintains clear, accurate and orderly program files and records.

*Other related duties as required.*

## Qualifications

### *Training, Education, Experience*

- Early Child Educator (ECE) certification.
- Minimum of two (2) years of experience working with children aged 18 months to 5 years.
- Experience developing learning activities.
- Food Safe certification
- Child First Aid/CPR certification.
- Current Class 5 BC Driver's Licence.
- Satisfactory criminal records check (vulnerable sector).

### *Knowledge, Skills, Abilities*

- Enjoys working with toddlers and children and supporting their learning.
- Demonstrated ability to effectively communicate and engage with children; ability to quickly build rapport and trust.
- Ability to develop and deliver programming including cultural activities for preschool aged children.
- Calm and patient.
- Strong knowledge of child development and behavior.
- Well-developed communication and interpersonal skills.
- Friendly, positive, responsive, professional and helpful.
- Well organized and proactive with strong time management skills.
- Strong cultural sensitivity and understanding. Able to demonstrate respect and caring without judgement.
- Knowledge of the history of Indigenous people in Canada and the impact of historical trauma.
- Ability to work independently and as part of a collaborative team.
- Ability to exercise a high degree of professionalism and confidentiality.
- Ability to establish and maintain positive relationships with students, parents, community members and co-workers.
- Basic computer skills including MS Office.
- Genuine respect for Skeetchestn Indian Band culture and protocols.

## Working Conditions

Work is performed in the daycare/preschool, indoors and outdoors and other community settings. Physical fitness to engage and work with young children including the ability to lift 30 lbs. Occasional travel outside the community to attend meetings or training is required.

**Are you interested in joining our team? submit cover letter and resume to:**

Holly Deneault

Assistant Director of Operations and Human Resources

Email: [adminassist@skeetchestn.ca](mailto:adminassist@skeetchestn.ca)

Fax: (250) 373-2494