



# EARLY CHILDHOOD EDUCATOR

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## OVERVIEW

Under the direction of the Early Years Program Coordinator and reporting to the Administrator, the Early Childhood Educator will be responsible for the delivery of the StrongStart Early Learning Program for parents and caregivers and preschool aged children. Parents and caregivers will be supported to participate alongside their children in a purposeful, play-based environment. The program concentrates on key aspects of family literacy, numeracy, parent support and education, stages of early childhood development and community resource sharing.

## POSITION DESCRIPTION Early Childhood Educator

### **ECE - 1**

Plan, set up, and facilitate the delivery of the daily StrongStart Program. Set-up and take-down daily, program materials and equipment as necessary. Sanitize toys, snack preparation and organization of activities on a daily basis. Purchasing of supplies for activities and snacks.

### **ECE - 2**

Greets clients and provides information of the StrongStart Program. Responsible for correspondence, forms, applications, brochures, and newsletters that relate to the StrongStart Program.

### **ECE - 3**

Maintain a working knowledge of community services, resource individuals and support for children and their families by providing current information on learning opportunities in the community to parents and care providers.

### **ECE - 4**

Produce reports and work plans in cooperation with the Coordinator of Early Years program as required. Understands and works with District and Ministry Policies and Procedures.

**ECE – 5**

Maintains a working knowledge of current and changing Ministry policies and regulations and communicates this information to care providers, families and community members.

**ECE – 6**

Plan, set up, and facilitate the delivery of the StrongStart Program through special events, workshops, meetings, and parent information sessions for the centre. Develops positive working relationships with the community and partners by creating an atmosphere of trust and respect

**ECE - 7**

Record monthly and quarterly statistics in required report form for the District and the Ministry.

**ECE - 8**

Produce reports and work plans in cooperation with the Coordinator of Early Years program as required.

**ECE - 9**

Maintains detailed statistics regarding phone calls, drop-ins, referrals, as well as caregiver and parent activities

**ECE – 10**

Coordinate and liaise with school-based principal

**ECE – 11**

Performs other assigned comparable or transient duties which are within the area of knowledge and skills required by this job description

**QUALIFICATIONS  
Early Childhood Educator**

<b>EDUCATION</b>	Certificate in Early Childhood Education (two year) and a license issued by Community Care Facilities Branch BC and valid Child Safe First Aid Certificate
<b>EXPERIENCE</b>	One year working with children age 3 months to five years implementing a learning plan and associated budget

<p><b>KNOWLEDGE</b></p> <p><b>SKILLS &amp; ABILITIES</b></p>	<p>Facilitate the experience of parents and educate them regarding early child development</p> <p>Understanding of family dynamics, community resources and child development</p> <p>Work independently and as a member of a team</p> <p>Exercise tact, discretion and diplomacy</p> <p>Use desktop tools and District databases to compose reports and correspondence</p> <p>Maintain confidentiality of sensitive information seen and heard</p> <p>Apply effective written and oral communication skills to request and convey information</p> <p>Work effectively with a variety of parents, children, volunteers, professionals and community members of diverse cultural backgrounds</p> <p>Prioritize work in a busy environment often under pressure and multiple demands</p>
<p><b>WORKING CONDITIONS</b></p>	<p>Sufficient vision and hearing to perform related job duties</p> <p>Able to lift up to 18 kg on an occasional basis</p> <p>Able to perform related physical and mental activities</p>

Reviewed: November 27, 2019