

## SUMMARY

Under the direction of the District Principal Teaching and Learning Early Years to Grade 12 and Childcare Manager, or designate, the Childcare Educator will be responsible for supervision and assistance to students in a childcare setting in district Before and After School Care (BASC) programs. This role leads engaging, child-centred care and activities for school-aged children in a licensed childcare setting.

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## DUTIES

1. **Child-Led Learning and Engagement:**
    - Actively engage with children through play, fostering creativity and exploration.
    - Lead developmentally appropriate, inquiry-based activities that encourage social, emotional, and physical development.
  2. **Pedagogical Leadership:**
    - Implement a play-based philosophy and guide children in cooperative play and learning experiences.
    - Adapt activities to meet the diverse needs and interests of children.
  3. **Independent Decision-Making:**
    - Work independently without direct supervision while maintaining safety and engagement for all children.
    - Ensure the smooth operation of the program, including managing transitions and daily routines.
  4. **Positive Interactions:**
    - Build nurturing, respectful relationships with children and support their social-emotional well-being.
    - Communicate effectively with families about their child's day, program highlights, and upcoming activities.
  5. **Supervision and Safety:**
    - Provide vigilant supervision to ensure the safety of all children in the program.
    - Support student transition at the start and end of the school day.
  6. **Team Collaboration:**
    - Collaborate with other educators and school staff to maintain a consistent and high-quality program.
    - Participate in team meetings and share insights to enhance program planning and delivery.
    - Supports the transition of information between children, families, program staff, and school staff
  7. **Program Administration:**
    - Maintain accurate attendance records and documentation as required by licensing regulations.
    - Maintain health and safety practices in accordance with the School District Guidelines and Childcare Licensing Regulations.
    - Ensure the childcare space is clean, organized, and welcoming.
  8. May, on occasion, be required to perform other related duties as assigned.
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## QUALIFICATIONS

- High school graduation or equivalent
- One year related experience or an equivalent combination of training and experience

working with children or youth.

- Successfully completed the 20-hour online Responsible Adult Course, preferred, or equivalent in training.
- Demonstrate knowledge of child development and best practices in childcare.
- Experience working with school-aged children in a childcare or educational setting.
- Demonstrated commitment to professional growth and development in the field of childcare.
- Exhibit strong verbal, written communication, and interpersonal skills.
- Hold a current First Aid and CPR certification as required by Childcare Licensing.
- Ability to work proactively and in a self-directed manner to foster an atmosphere of trust.
- Proficient in basic digital literacy and internet safety
- Ability to maintain the confidentiality of sensitive information seen or heard.
- Physical capability to perform the job duties.