

**TITLE:** EARLY CHILDHOOD EDUCATOR (ECE)  
**SECTION:** Seamless Day Kindergarten Pilot Program  
**REPORTS TO:** Director of Instruction, Early Years – Gr. 12 or designate

JD #0236

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**Summary:**

Under the direction and supervision of the Director of Instruction or designate, the Early Childhood Educator (“ECE”) leads before or after school care and works in partnership with the Kindergarten teacher in the classroom. Knowledge of early childhood education is essential to this position. The Seamless Day Model allows primary school children to attend childcare in the Kindergarten classroom with a team of ECE and the classroom teacher. The morning ECE greets the children and implements the early care and learning program with the children. The ECE remains with the children in the Kindergarten classroom while collaborating with the classroom teacher in the design of programs and environments, engaging with the Early Learning Framework. The afternoon ECE begin their shift mid-day, allowing for staff overlap and leads the after-school care early learning program. This model is designed to enhance children’s cognitive, physical, social, and emotional development and benefits from the professional expertise of primary teachers and early childhood educators working together.

**DUTIES**

1. Establishes positive working relationships with school staff, community partners, families, and children.
2. Supports the transition of information between children, families, and classroom colleagues (second ECE and Kindergarten teacher).
3. Plans, coordinates and leads a quality licensed school-age groupchildcare program for early primary students.
4. Collaborates with the Kindergarten teacher, second ECE and other school staff to create a seamless transition for children moving between the childcare program and the school day.
5. With the classroom colleagues, plans and maintains a learning environment that promotes the health, security, and well-being of children.
6. Supports budget preparation and purchase and maintenance of supplies and materials.
7. Attends meetings as requested.
8. Maintains statistics for childcare reports.
9. Maintains the confidentiality of sensitive information seen or heard.
10. Understands and acts in accordance with relevant policies and procedures from the school, district, Ministry of Education, Child Care Licensing Regulation, and WorkSafeBC.
11. Maintains familiarity with Workplace Hazardous Materials Information System (WHMIS) / Globally Harmonized System (GHS).
12. Completes ongoing professional development and maintains ECE Certificate to Practice.
13. May, on occasion, be required to perform other related duties as assigned.

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**QUALIFICATIONS**

- Completed Post-Secondary Certificate or Diploma as an Early Childhood. Preference given to those with a diploma.

- Valid Child-safe first aid certificate.
- Clear criminal record check and up to date Immunizations as required by the Child Care Licensing Regulation.
- Current Early Childhood Educator's Certificate to Practice from the BC government's ECE Registry.
- A minimum of 3 years of recent experience within a licensed childcare setting.
- Demonstrated knowledge of the British Columbia Early Learning Framework and the Indigenous Early Learning and Child Care Framework
- Experience creating, organizing, planning and implementing an early learning program.
- Demonstrated evidence of strong communication skills (verbal, written and electronic formats) and ability to work as part of a team with colleagues, parents and children.
- Strong problem-solving and organizational skills, ability to work with minimal supervision.
- Membership with the Early Childhood Educators of BC (ECEBC).
- Able to work with Pedagogical Narration as described in the Early Learning Framework.
- Understanding of the ethics of Early Childhood Education as described in the ECEBC Code of Ethics.
- Knowledge of Truth and Reconciliation and its application in Early Years settings and a commitment to the Truth and Reconciliation Calls to Action.
- Excellent leadership and interpersonal skills.
- Demonstrated ability in establishing positive relationships with students
- Physical capability to perform the job duties.

*Sept 2021 (Pilot Program)*

*School District 68 (Nanaimo-Ladysmith)*