Position: Moss Rock Lead Educator Job Description

Wage: $22-$26 plus $2/hour BC ECE wage enhancement
Hours of Work: 32.5 hours/week, Monday-Friday
Program Hours: Monday-Friday, 8:30am-3:00pm
Benefits: Extended Health benefits and optional Retirement Savings Plan, professional development opportunities, sick days, work cell phone, and a supportive and collaborative, community focused work environment. Pedagogical Narration time included in work schedule.
Start date: Sep 1st 2020
End Date: June 24th
Responsible/Reports to: Early Years Coordinator
Location: Fairfield Gonzales Community Association (1330 Fairfield Road)
Work Environment: program takes place outdoors all year round in all types of weather

ORGANIZATIONAL STRUCTURE AND REPORTING RELATIONSHIP:
Working collaboratively with the Early Years Coordinator this position is accountable to and reports to the Early Years Coordinator (EYC). The EYC is accountable to and reports to the Co-Executive Director of the FGCA who is accountable to and reports to the Board of the Fairfield Community Association concerning the program's successful operation.

HOURS OF WORK:
You will work 32.5 hours per week between the hours of 8:30am and 3:00pm. Occasional evening and weekend work is required. You are expected to prioritize work in program with children and will receive time for pedagogical narrations in accordance to program needs and the discretion of the Child Care Coordinator.

GENERAL RESPONSIBILITIES FOR ALL FGCA STAFF:
Encourage involvement from our Moss Rock families in Association activities.
Maintain a general knowledge of Fairfield Gonzales Community Association’s services.
Maintain rules and regulations to create a comfortable atmosphere.
Assist with fundraising and special events.
Attend staff meetings, and other community meetings when necessary.

JOB SUMMARY
The Moss Rock Lead Educator is a strong leader with a focus on early learning and quality care. The Lead Educator follows the British Columbia Early Learning Framework to plan coordinate and deliver high quality early learning experiences for children ages
2.5-5. The Lead Educator acts in accordance with the FGCA policies and procedures as well as within the requirements of all governing agencies.

**AREAS OF RESPONSIBILITIES:**
With a focus on children and education the Lead Educator will be responsible for the following:

**Program and ECE Responsibilities:**

- Deliver a high quality care preschool program for 17 children ages 2.5 to 5.
- Create of a welcoming and inclusive centre for families and their children.
- Focus on holistic learning in our natural environment.
- Implement innovative programming based upon the age and emerging needs of children, setting up suitable play-based environments.
- Integrate BC Early Learning Framework in a child care program.
- Offer a developmentally appropriate practice, and program philosophy.
- Organize and set up the early learning environment.
- Promote and understanding and value of culture and diversity.
- Expected to work in ratio

**Parent/Families /Guardians**

- Liaise between supervisors, other team members and parents.
- Inform parents/guardians of any relevant or significant information regarding their child (i.e., behavioural, emotional, physical).
- Be available for parent conferences or meetings when needed or requested.
- Remind parents of extra costs, changing hours, special events, etc.
- Familiar with all policies as stated in Parent Handbook and Staff Handbook.
- Display and promote a positive family centered attitude and a helpful approach at all times.
- Offer appropriate resources and support to families.

**VIHA Licensing and FGCA Policies**

- Ensuring Moss Rock preschool is meeting all regulations and facilitating inspections.
- Keeping all children and staff file sup to date and in accordance with policy.
- Communicating with VIHA policies and changes to policy and any other relevant information.
- Keeping the Early Years Coordinator (EYC) informed of communications, concerns and day to day events.
- Writing and submitting incident reports and any other documentation required.
- Document and report all incidents suspected or confirmed of child abuse or neglect to the program supervisor and appropriate agencies.
Understanding and implementing safety procedures i.e. missing child protocol, unauthorized pick up, etc.
Follow FGCA policies.
Read and update log books.

**Moss Rock Team**

Mentor, support and guide program ECE/ECEA and practicum students.
Responsible for finding and securing subs so that program is meeting expected ratios.
Create an environment of collaboration.
Support ECE/ECEA’s to learn and adapt children and families needs.
With the support of the EYC manage HR issues.

**Working collaboratively with the EYC**

Informing EYC of positive and negative program news.
Informing EYC of Staff development needs.
Creating month end reports for the EYC including: (program information, communications, financial reconciliation, pedagogical narrations, as well as required program documents such as medical information forms, attendance forms, staff schedules, procedures and other tools.

**Finances**

Purchasing for program: General supplies using the petty cash allowance and daily snack for program according using food allowance.

Budget Management: Adhering strictly to a fixed budget
Seeking approval from the EYC for purchases that are outside of the monthly budget allowances.
Reconciling monthly budget expenses as related to petty cash and food and submit to the EYC.

**Extra Responsibilities**

**QUALIFICATIONS/ SKILLS**

- Valid ECE Certificate
- Relevant work experience with children aged 0-5 in a licensed child care setting
- Relevant work experience supervising a team of staff
- Self-directed and confident when delivering quality early years programs
- Excellent inter-personal and customer service skills
- Solid record management skills
- Solid computer skills including experience with server based network and MS Office
• Strong written and oral communication skills
• Strong ability to maintain accurate records
• Standard First Aid and CPR (C)
• Criminal Record Check
• Record of immunization
• Minimum 19 years of age

Working Conditions

• Open work space, noisy public access point
• Regular interruptions by co-workers, program participants, public
• May have to support program delivery

Revised: July 2020