Position: Early Childhood Educator Float

Program Hours: Monday- Friday, shifts scheduled between 7:30am and 5:45pm

Term: January 4, 2020- August 30, 2020

Salary range/Hours of work: $19.50-$23.50 per hour (based on experience and education), ECE IT: $22 - $23.50 per hour, ECE: $21-23.50 per hour, ECE-A: $19.50-$21.00 per hour PLUS $2/hr ECE Wage Enhancement for ECE and ECE-IT certified individuals.

Benefits: Comprehensive health and dental benefits package, optional 3% matching RSP program after 3-month waiting period, professional development days

Responsible/ Reports to: Reporting directly to the Early Years Coordinator and Lead Educators concerning the program’s successful operation.

Job Summary:

The ECE float will work between our various programs providing coverage and support as needed. This position will work directly with the children and make adaptations where necessary in order to accommodate children of all skills and abilities. Our childcare programs are outdoor, exploration based childcare programs that focus on the power of inquiry and empathy. The programs consists of two programs- 16 children (aged 2.5-5) and 3 Educators and 8 children (aged 12m-3yrs). Both run between the hours of 7:30am and 5:30pm, 12 months of the year (we close 2 weeks per year for cleaning). In addition to supporting the Early Years programs, the ECE Float will sometimes be required to support in our school age programs.

Overall Position Objectives

The ECE Float provides high quality of education experiences and activities, client centered childcare services within their specific program.

The ECE will uphold program philosophy and child centered early learning program and act in accordance with the FGCA policies and procedures as well as within the requirements of all governing agencies by:

• Encouraging involvement from our families in Association activities
• Supporting the Early Years programs by moving between the various programs and identifying areas of support (i.e. sick coverage, break relief, program set-up, facilitating special activities, etc.)
• Collaborating with all the Early Years Programs and School Age programs
• Working with families to create an inclusive, open minded and collaborative childcare atmosphere that fosters genuine care and attention to each individual families’ needs.
• Maintaining rules and regulations to create a comfortable atmosphere for all program participants
• Attending staff meetings, and other community meetings, when necessary
• Supporting related FGCA activities and special events and generally promoting the mission of the association
• Participate in the practice of pedagogical narrations
• Participate in professional development with co-workers and seek opportunities outside of the FGCA

Specific Job Duties and Responsibilities

Children

- Moving between the various programs and providing age-appropriate care as needed
- With the support of the other team members, coordinate and plan the delivery of age appropriate programs and activities for children up to Infant to five years of age
- Provide a high standard of care to children in the program, with particular attention to physical safety and emotional well-being
- Provide a balance of active/quiet, indoor/outdoor and individual/group activities
- Promote children’s self esteem and confidence building through explorative play
- Provide all required care and support to program participants including, but not limited to; provision of first aid, behaviour management, and appropriate risk management
- Document and report all incidents suspected or confirmed of child abuse or neglect to the program supervisor and appropriate agencies
- Prepare necessary food for children in program. Including, but not limited to: lunch, snack, & bottles
- Facilitate napping in program by promoting a calm setting for children, where applicable
- Manage and organize children’s personal belongings and wash bedding, where applicable
- Responsible for carrying the cell phone, first aid kit, and emergency information
- Attend to each child’s physical needs for toileting, diapering, eating and sleeping, where applicable

Parents

- Liaise correct information between the Lead Educator other team members and parents, at Lead Educator’s discretion
- Communicate to parents any positive aspects of their child’s day
- Inform parents/guardians of any relevant or significant challenges regarding their child (i.e., behavioural, emotional, physical)
- Be available for parent conferences or meetings when needed or requested
- Become familiar with all policies as stated in Staff and Parent Handbook and as governed by licensing regulations
- Display and promote a positive family centered attitude and a helpful approach at all times
Personnel/Communication

- Attend all staff meetings and training sessions
- Communicate with Lead Educator, Early Years Coordinator, Program managers and other ECE’s to promote an open collaborative environment
- Communicate with coworkers to ensure that licensing requirements are maintained (attendance, ratio, logbook, safety etc.)
- Actively participant in conflict resolution
- Communicate with other staff to promote an open collaborative environment
- Report issues of concern to the Lead Educator and/or Early Years Coordinator in a timely fashion
- Submit reportable incidents to licensing in a timely manner

Facility

- Work to create and maintain an organized, healthy, safe, clean, and family centered environment
- Continually monitor the spaces for hazards
- Participate in daily cleaning as well as removal or correction of potential hazards
- Report any necessary repairs and replacements to the manager in a timely manner
- Maintain first aid kits to licensing standards
- Organize space, equipment and materials before and after activities
- Maintain a clear, minimal indoor environment for the programs

Working Conditions

- Our Child Care programs that this position would work in are as follows:
  - Infant/Toddler care (Huckleberry IT Centre)- 8 children, 3 Educators, 8am-5pm
  - Toddler all-day care (Camas EY Centre)- 16 children, 3 Educators, 7:30-5:30pm
  - Preschool (Moss Rock Preschool)- 15 children, 2 Educators, 9am-1pm
  - Out of School Care (onsite and remote)- 20-24 per group, 2 Leaders, 7:30am-9am & 2:15pm-5:45pm
- Some physical labour is expected with this job. I.e. lifting children, helping children physically move from space to space and moving equipment.
- Must be comfortable working in an outdoor program year round
- Daycare room is situated inside the community centre
- Open work space, noisy public access point

IMPORTANT: Additional measures may be in place due to the pandemic. Please see the Health & Safety plan for detailed information.

Qualifications (Education / Skills/ Abilities)

- Valid ECE Certificate or ECE-A
• Relevant work experience with children aged Infant-10yrs in a licensed child care setting
• Strong ability to maintain accurate records
• Standard First Aid and CPR (C)
• Criminal Record Check

Revised: December 2020