



FAIRFIELD GONZALES
COMMUNITY ASSOCIATION
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Position: Huckleberry Infant-Toddler Lead Educator

Hours of Work: 40 hours/week, Monday-Friday, shifts vary between 7:30am and 6pm

Weekly Schedule: 4 days in ratio, 1 day off the floor for administration

Program Hours: Monday-Friday, 8:00am-5:30pm (closed for 3 weeks a year in spring, winter & summer)

Benefits: Extended health benefits, matching Retirement Savings Plan, professional development opportunities, \$300/year travel stipend (paid monthly), 4 weeks' paid vacation, paid sick days (15 days per year), work cell phone, work laptop and a supportive and collaborative and community focused work environment

Responsible/Reports to: Early Years Coordinator

Location: Fairfield Gonzales Community Association (1330 Fairfield Road)

Work Environment: Outdoor rain or shine, indoor space is inside the main community centre building

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.

JOB SUMMARY

The Huckleberry Lead Educator is a strong leader with a focus on early learning and quality care. The Lead is responsible for the oversight and management of a program comprised of 8 children (aged 10m-3yrs) and 3 ECEs. The Lead Educator follows the British Columbia Early Learning Framework to plan coordinate and deliver high quality early learning experiences for children. 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

- Create a welcoming and inclusive centre for families and their children;
- Plan and implement innovative programming based upon the age and emerging needs of children, setting up suitable play-based environments for young children on a daily basis;
- Exercise good judgment, critical thinking, and creative problem solving;
- Integrate BC Early Learning Framework in a child care program;

- Deliver enriched programs in accordance with curriculum objectives, developmentally appropriate practice, and program philosophy;
- Working collaboratively within a team environment;
- Support professional commitment and development, and an attitude that supports ongoing learning and self-reflection skills;
- Integrate to the ECEBC Code of Ethics, including confidentiality and privacy of information;
- Promote an understanding and value of culture and diversity;
- Promptly handle emergencies skillfully and calmly and in compliance with Child Care Regulations and the FGCA policies.

Managing the requirements of Licensing

- Ensure the program is meeting all relevant regulations and facilitate licensing inspections;
- Write and submit incident reports and any other documentation required;
- In collaboration with the EYC, develop and maintain early years policies and procedures;
- Document and report all incidents suspected or confirmed of child abuse or neglect to management and appropriate agencies;
- Develop plans for early dismissal days and professional development days that enhance the program and support further development.

Working collaboratively with the Early Years Coordinator (EYC)

- Inform EYC of positive and negative program news and all pertinent HR matters;
- Inform EYC of staff development needs;
- Create 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.

Communication and Collaboration

- Correspond with families and staff in a timely, effective and professional manner on a continuous basis;
- Orient new families and development and facility gradual entries;
- Develop monthly program newsletters;
- Communicate any required policies and procedures and ensure corresponding internal documents are up to date;

Supporting ECE team

- Support ECEs to learn and adapt children and families needs;
- Provide emerging and thoughtful professional development opportunities;
- Lead by example;
- Provide scheduled time off the floor to ECEs for programming and narration;
- Ensure program is adequately staffed;
- Place the needs of the children and program ahead of administrative responsibilities.

Finances

- Using the monthly allocated funds, make appropriate purchases for program including:

- general supplies for program use;
- weekly snack or special event food purchases.
- Budget Management
 - Adhere strictly to a fixed budget;
 - Seek approval from the EYC for purchases that are outside of the monthly budget allowances;
 - Reconcile monthly budget expenses as related to petty cash and food and submit to the Early Years Coordinator;
 - Maintain accurate records of donations or funds raised for events or outings.

Policy and Procedure

- Ensuring adherence to all child care licensing regulations and FGCA policies and procedures;
- Understand and implement safety procedures (i.e. missing child protocol, unauthorized pick up, etc.);
- Act in accordance with the FGCA code of conduct;
- Read and update log books;
- Make recommendations for policy changes to the EYC.

Children

- Provide a high standard of care to children in the program, with particular attention to physical safety and emotional well-being;
- Promote children's self esteem and confidence building;
- Provide age appropriate guidance and direction to children in care;
- Provide all required care and support to program participants including, but not limited to; provision of first aid, behaviour management, and appropriate risk management;
- Work closely with program ECE's, parents and consultants to ensure the successful inclusion of children that require extra support.

Parents/caregivers

- 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 and special events;
- Familiarize families 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;
- Facilitate and support gradual entries for children and families new to program;
- Offer appropriate resources and support to families.

Personnel

- Mentor and coach all ECE staff;
- Guide and supervise all practicum students;
- Interview, hire, orient, schedule, discipline, coach and supervise staff;

- Ensure all staff are aware of their working schedules including additional shifts and special event;
- Attend all staff meetings and training sessions;
- Communicate with EYC and other staff to promote an open collaborative environment;
- Report issues of concern to supervisors immediately;
- Communicate with staff to ensure that licensing requirements are maintained (attendance, ratio, log book, safety etc.).

Facility

- Work to create and maintain a healthy, safe, clean, and family centered environment;
- Participate in daily cleaning as well as removal or correction of potential hazards;
- Ensure room cleaning schedule is implemented;
- Follow all current safety plans;
- Report any damaged or missing items and necessary repairs to supervisor in a timely manner;
- Maintain first aid kits to licensing standards;
- Open and close facility according to opening and closing procedures, as required;
- Communicate to the Early Years Coordinator if facility cleanliness standards are not being met by maintenance staff.

Qualifications (Education / Skills/ Abilities)

- Valid Infant Toddler Educator License to Practice
- Relevant work experience with children aged 0-3 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
- Proof of COVID-19 Vaccination (all recommended doses)
- Minimum 19 years of age

Working Conditions

- Open work space, noisy public access point
- At this time all staff are required to wear a mask when inside the facility
- Regular interruptions by co-workers, program participants, public
- May have to support program delivery of other programs offered at the FGCA

Revised: January 2022