JOB DESCRIPTION

Position: Moss Rock Lead Educator

WAGE: $29.30 - $32.85/hour ~including BC WE & dependent on education & experience
HOURS OF WORK: 32.5 hours/week, Monday-Friday
SCHEDULE: 8:30-1:30 pm Monday-Friday + 5 hours of administrative time
CONTRACT TERM: Moss Rock Preschool does not operate during school closures (Sir James Douglas Elementary pro-d days, winter, spring & summer breaks).
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 team 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.

PROGRAM OVERVIEW
Moss Rock Preschool is a half-day preschool operating during the school year (September-June). It is an outdoor focused program wherein 3-4 hours per day are spent outside on our beautiful grounds or visiting local attractions. Program runs 9-1pm, Monday-Friday but is closed on school professional development days and over the spring, winter and summer break. Working with the second Educator, the program is developed through strong collaboration and flexibility is provided in order to cater to the individual qualities of the Educators and composition of children registered.

GENERAL RESPONSIBILITIES FOR ALL FGCA STAFF
Encourage involvement from our Moss Rock families in Association activities.
Maintain general knowledge of Fairfield Gonzales Community Association’s services.
Maintain rules and regulations to create a comfortable atmosphere.
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 18 children ages 2.5 to 5.
- Create a welcoming and inclusive centre for families and their children.
- Focus on holistic learning in our natural environment.
- Implement innovative programming based on the age and emerging needs of children.
- Develop and implement suitable play-based environments.
- Integrate BC Early Learning Framework.
- Offer a developmentally appropriate practice, and program philosophy.
- Promote, understand and value of culture and diversity.
- Expected to work in the ratio.
- Plan & deliver healthy snack.
- Develop and distribute monthly newsletters.
- Support and plan yearly events (i.e. open house & year-end wrap up)

Parent/Families/Guardians

- Liaise between managers, 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 health & safety expectations, changing hours, special events, outdoor trips, etc.
- Maintain familiarity with all policies as stated in Parent Handbook and Staff Handbook.
- Display and promote a positive family-centered attitude and helpful approach at all times.
- Offer appropriate resources and support to families.
- Create care plan when needed.

VIHA Licensing and FGCA Policies

- Ensuring Moss Rock Preschool is meeting all regulations and supports inspections.
- Keep all children and staff file up to date.
- 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 reportable incidents.
- Understand and implementing all safety procedures by maintaining a program that meets the health & safety expectations of a licensed child care facility.
- 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 program supplies (food & materials) in accordance with budget allotment for the program and adhering to the fixed budget
- Seeking approval from the EYC for purchases that are outside of the monthly budget allowances.
- Submitting and reconciling credit card receipts & statements to the EYC.

QUALIFICATIONS/ SKILLS

- Valid ECE License to Practice
- Relevant work experience with children aged 0-5 in a licensed childcare setting
- Relevant work experience supervising a team of staff
- Self-directed and confident when delivering quality early years programs
- Excellent interpersonal and customer service skills
- Solid record management skills
- Solid computer skills including experience with server-based networks and MS Office
- Strong written and oral communication skills
- Standard First Aid and CPR (C)
- Criminal Record Clearance
- Record of immunization
- Minimum 19 years of age

Working Conditions

- Open workspace, noisy public access point
- Extended outdoor programming and weather changes