

Early Childhood Educator Assistant

Division: 5

Job Band: 6

Job Summary:

Under the direction and supervision of the District Principal of Early Learning & Child Care (ELCC) or designate, the Early Childhood Educator Assistant (ECEA) works in district early learning and child care programs alongside ECEs. Knowledge of early childhood education is a requirement of this position.

Duties and Responsibilities:

- Assists with the implementation of age-appropriate activities for JustB4 preschool, Seamless Day and before and after school care in accordance with daily schedules and program objectives.
- Establishes positive working relationships with school staff, community partners, families, and school aged children.
- Supports the transition of information between children, families, and classroom colleagues (ECE and Kindergarten teacher).
- Collaborates with the ECE and school staff to create a seamless transition for children moving between the child care program/Just B4 and the school day.
- With the classroom colleagues, maintains a learning environment that promotes the health, security, and well-being of children.
- Attends meetings as requested.
- Maintains the confidentiality of sensitive information seen or heard.
- Completion of ongoing professional development and maintain ECEA Certificate to Practice.

Equipment Used:

Computer, photocopier, audio and video equipment, telephone, calculator and other office and classroom related equipment.

Required Knowledge, Ability, Skills:

- Grade 12 plus successful completion of at least one course of a basic early childhood education training program through a recognized educational institution in child development, child guidance, or child health, safety, and nutrition.
- Current Early Childhood Educator Assistant License to Practice from the BC Government's ECE Registry.
- Up to and including one (1) year of recent experience working with preschool and/or school-aged children.
- Demonstrated knowledge of the BC Early Learning Framework.
- Experience 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.

Originated: June 19, 2023

Revised: August 21, 2023

- Strong problem-solving and organizational skills and the ability to work with minimal supervision.
- Possess the personality, ability, and temperament to provide care and mature guidance to children.
- Valid Child Care First Aid certificate.
- Clear criminal record check.