

## **INCLUSION POWELL RIVER JOB DESCRIPTION**

**Job Title:** EARLY CHILDHOOD EDUCATOR

**Job Contribution:**

The Early Childhood Educator plans and organizes activities for pre-school children. The Early Childhood Educator provides support and direct care to children, encouraging their intellectual, physical and emotional growth. The Early Childhood Educator is a dedicated and knowledgeable member of a comprehensive organization wide support team. As such, when deemed qualified with appropriate skills and abilities, he/she may provide services to individuals in related programs, when required. The Early Childhood Educator is familiar with and participates in ensuring that the strategic goals of the agency are met.

**Division:** Child and Family Services

**Reporting Relationships:** Typically, the Early Childhood Educator reports to the Pre-school Coordinator.

**Classification:** Early Childhood Educator

**Grid Level:** 10

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**KEY DUTIES AND RESPONSIBILITIES:**

1. Ensures a healthy and safe environment. Maintains an up-to-date and practical knowledge of all safety and emergency procedures as outlined in the Operations Manual and the Policy Manual.
2. Arranges and/or provides safe transportation for children when necessary.
3. Oversees and assists with the maintenance of the building, equipment, outdoor playground and parking lot. Reports maintenance needs to the Coordinator.
4. Plans, carries out and evaluates developmentally appropriate, age appropriate and culturally sensitive play-based activities and experiences for the children. Develops daily schedules which include indoor/outdoor, active/quiet and individual and group activities. Supervises children.

5. Identifies the abilities, interests and needs of the children and develops individualized and group curriculum based on these. Initiates or supports referrals or additional services for children with other professionals.
6. Maintains open and positive communication with parents. Requests input and participation of parents in the development of children's programs. Confers with parents with regards to unusual or problematic issues. Meets with parents regularly to discuss assessments and progress in the classroom. Assists parents in advocating for programs and services they feel are in the best interest of their child and their family.
7. Assists children with physical and health care needs including diapering, toileting, eating, and including the safe dispensing of medication in keeping with INCLUSION POWELL RIVER policies and procedures.
8. Contributes to the team and may be required to provide reports on activities, progress, behaviour and other outstanding issues. Contributes to reports for children with special needs moving on to elementary school.
9. Maintains records, documentation and reporting as required by Community Care Licensing, the Pre-School Operations Manual, CARF Standards, and INCLUSION POWELL RIVER policies or as requested by the Co-ordinator or Administration office. Ensures all required documentation is accurate, complete and timely.
10. Responds immediately to emergencies including incidents of child abuse, in accordance with Community Care Licensing, INCLUSION POWELL RIVER policies and procedures using common sense and good judgement at all times.
11. Administers program monies in accordance with INCLUSION POWELL RIVER policies, procedures and budgets.
12. Liaises formally and informally and works collaboratively with other Child Care professionals, therapists, agencies and facilities including Ministry staff. Promotes a family centred approach to case management.
13. Fosters positive working relationships with fellow team members and other staff of INCLUSION POWELL RIVER. Develops and maintains a positive relationship with Co-ordinator and the Management team. Assists with the training and monitoring of practicum and work experience students at the Preschool.
14. Strives to maintain an up-to-date knowledge in the field and participates actively in the evaluation process and in training opportunities. Contributes to a learning organization by self reflecting on his/her practice, sharing ideas and contributing to planning and discussions about service, and seeking input and support when concerns or questions arise.
15. Adheres to INCLUSION POWELL RIVER policies and procedures and CARF Standards. Understands the Service Principles, the Community Care Licensing Regulations and Ministry Guidelines and is familiar with and proactive in supporting INCLUSION POWELL RIVER's strategic goals. She/he ensures that all of these important documents

form the basis for all work. Ensures Licence to Practice as an Early Childhood Educator in BC is maintained.

16. Review the Cultural Diversity Plan annually and participate in training provided by INCLUSION POWELL RIVER.
17. Routinely promote INCLUSION POWELL RIVERS commitment to diversity and respect for cultural diversity in how we interact with clients and colleagues.
18. Performs other duties as assigned.

### **REQUIRED QUALIFICATIONS:**

#### ***Education, Training and Experience:***

An Early Childhood Educator's License and a Special Needs Educator's License is required. At least 3 months previous work experience in a similar environment is required.

A valid Work Safe BC approved First Aid Certificate, a Child Safe First Aid Certificate and an unrestricted Class 4 License are also required.

#### ***Job Skills and Abilities:***

Excellent oral and written communication skills.

Proven ability to use personal computer and appropriate software effectively to complete the positions work on time. This includes at a minimum file management, e-mail, internet search, and word processing skills.

Excellent interpersonal behaviour and communication skills.

Knowledgeable about the theory of child development and the principles and practises of early childhood education, early intervention and family centred care.

Knowledgeable about the theory and practices of the community living sector.

Proven ability to provide and/or assist in emergencies.

Good organization, time and general management skills.

Ability to participate as a member of a team.

Excellent teaching skills.

Knowledge of group process and facilitation techniques.

#### ***Additional Information and Requirements:***

Approved Criminal Record Search

Medical doctor's letter of good physical and mental health

TB test

This position is expected to relate effectively to both children and adults in a highly interactive and noisy environment which addresses the changing needs of children and families. High noise levels and distractions are typical. Will need to pay close attention to physical and emotional disorders. A moderate level of physical fitness is necessary to effectively carry out the duties of

the position which include walking, running, standing, bending, kneeling, crouching and lifting children. Early morning, evening and weekend work may be required to provide effective support to children and families.

### ***Ergonomic Considerations:***

In the execution of duties, the Staff is required to use proper body mechanics and refer to the Risk Assessment and Risk Analysis instructions in the Operations Manual. He / she will execute the following physical activities:

- Assist and support children by walking, running, standing, bending and lifting children
- Assist and support children using walkers, standing frames, wheelchairs and other adaptive equipment:
  - by lifting and transferring
  - by repositioning
  - by shifting body weight
  - by pushing wheelchair (adjusting hand grips to appropriate, comfortable height)
  - by affixing tie-downs in the van (paying attention to headroom and benching required)
- Assist children with braces and splints
- Staff is mindful of the following unexpected movement of a child:
  - by pulling away
  - by resisting
  - by grabbing at furniture and toys while being repositioned
  - by dropping to the ground while being assisted to walk
  - by running away
- Staff is mindful of a child's potential for aggressive behaviours such as:
  - hitting
  - throwing objects
  - biting
  - pinching
  - scratching
  - pushing / shoving
- Staff is required to execute general housekeeping duties such as:
  - dish and toy washing
  - dusting and wiping shelves, desks, filing cabinets, etc.
  - cleaning stove and fridge and microwave oven
  - vacuuming
  - carrying boxes, moving furniture and equipment, creating child friendly environment and décor
- Staff is required to complete office / paper work:
  - desk and chair must be suitable
  - computer station (keyboard / mouse position) must be suitable
  - appropriate use of the telephone with proper body mechanics to avoid neck stress
  - lighting is required
- Staff works in typical child care settings, child's home and community. In doing so, attention must be given to the layout of the child care facility / home; i.e., repeated stair climbing at the office, child care facilities and homes.
- All staff are at risk of aggression while providing assistance with emergencies and crisis intervention.

