

SCHOOL DISTRICT #22 (Vernon)
JOB DESCRIPTION

Position: Just B4 Preschool Coordinator
Job No: TBD

POSITION SUMMARY: Under the supervision of the District Principal of Early Learning and Child Care (ELCC) or designate, the Just B4 Preschool Coordinator will be responsible for the delivery of the Just B4 Preschool Program and ensuring that the goals and objectives of the program are met.

POSITION DUTIES AND RESPONSIBILITIES:

- Coordinates, budgets, plans, implements, and leads a quality licensed preschool program that offers developmentally appropriate learning activities and experiences that meet the goals of the BC Early Learning Framework.
- Plans and maintains a learning environment that promotes the health, security, and well-being of children.
- Establishes positive connections with school staff and community partners to assist families in a smooth transition into kindergarten and works effectively with parents, children, staff, volunteers, professionals, and community members.
- Maintains current knowledge of child development, family dynamics, early learning, and childcare issues; community services, resources, and supports.
- Attends meetings as requested.
- Supports district ELCC initiatives and projects.
- Maintains a variety of files and records and makes referrals to community services as needed.
- Orders and purchases supplies to support the program.
- Communicates with staff and others, responds to inquiries, and provides general information.
- Maintains the confidentiality of sensitive information seen or heard.
- Understands and acts in accordance with relevant policies and procedures from the school, district, Ministry of Education and Child Care and WorkSafeBC.
- Completes ongoing professional development and maintains ECE Certificate to Practice.

REQUIRED EDUCATION AND EXPERIENCE:

- Grade 12 plus the successful completion of a basic early childhood education training program recognized by the ECE Registry.
- Current Early Childhood Educator's Certificate to Practice from the BC government's ECE Registry.
- One (1) year of recent experience working as an ECE in an early learning or child care setting, inclusive of 500 hours of work experience performed under the supervision of a Canadian certified ECE. Equivalent experience working with school-aged children may be considered.
- Valid Child Safe first aid certificate.
- Clear criminal record check and evidence of compliance with the province's immunization and tuberculosis control programs as required by the Child Care Licensing Regulation.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Proven ability to communicate effectively, both verbally and in writing.
- Proven organizational and planning skills.
- Proven understanding of, and commitment to quality early learning programming and a demonstrated knowledge of the BC Early Learning Framework.
- Proven ability to work effectively with a variety of parents, children, staff, volunteers, professionals, and community members using courtesy, tact, and discretion to gain cooperation and coordinate activities or programs.
- Proven ability to use developmentally appropriate restorative practices to build relationships with children in early learning programs and create an inclusive learning environment that honours children as strong, capable in their uniqueness and full of potential.
- Eligible for membership with the Early Childhood Educators of BC (ECEBC).
- Understanding of the ethics of Early Childhood Education as described in the ECEBC Code of Ethics.
- 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.
- Knowledge of Truth and Reconciliation and its application in Early Years settings and a commitment to the Truth and Reconciliation Calls to Action.

Other qualifications, skills and abilities may be required to meet Ministry or Childcare Licensing requirements or terms of the program. This description contains the elements necessary for the identification and evaluation of the job. It is not an exhaustive list of the duties to be performed. Duties not listed should not affect the evaluation.

Approved and authorized by the Secretary-Treasurer or designate:

Signature: _____

Date: May 9, 2023

Created November 2022

Revised May 4, 2023