

**SCHOOL DISTRICT #22 (Vernon)
JOB DESCRIPTION**

Position: Responsible Adult

Job No: TBD

POSITION SUMMARY: Under the direction and supervision of the District Principal or designate, the Responsible Adult works within the before or after school care program and works in collaboration with the ECE and ECE-A to supervise and care for school-aged children.

POSITION DUTIES AND RESPONSIBILITIES:

- Assists with the implementation of age-appropriate activities for before and after school care in accordance with daily schedules and program objectives.
- Establishes positive working relationships with school staff, community partners, families and children.
- Supports the transition of information between children, families and child care colleagues (ECE and ECE-A).
- Collaborates with the kindergarten teacher, ECE, ECE-A and other school staff to create a seamless transition for children moving between the child care program and the school day.
- With the child care colleagues, maintains a learning environment that promotes the health, security and well-being of children.
- 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, Child Care Licensing Regulation, and WorkSafeBC.
- Maintains familiarity with Workplace Hazardous Materials Information System (WHMIS) / Globally Harmonized System (GHS).

REQUIRED EDUCATION AND EXPERIENCE:

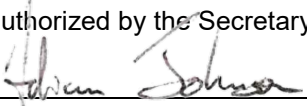
- Grade 12 plus completion of a course, or a combination of courses, of at least 20 hours duration in child development, guidance, health and safety, or nutrition.
- A minimum of three (3) months of recent experience working with youth and children.
- Valid First Aid and CPR certificates.
- Clear criminal 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:

- Minimum 19 years of age.
- Demonstrated knowledge of the BC Early Learning Framework.
- Experience planning and 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.
- 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.

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: Oct 14, 2022