

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

Position: Early Childhood Educator – Assistant (ECE-A)
Job No: TBD

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

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 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 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.
- 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.
- Completion of ongoing professional development and maintain ECE-A Certificate to Practice.

REQUIRED EDUCATION AND EXPERIENCE:

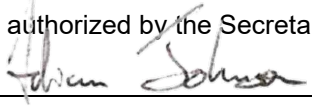
- Grade 12 plus successful completion of at least one course of a basic early childhood education training program through a recognized educational institution in child development, child guidance, or child health, safety, and nutrition.
- Current Early Childhood Educator Assistant License to Practice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

- 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.
- 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.
- Understanding of the ethics of Early Childhood Education as described in the ECEBC Code of Ethics.
- 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

SCHOOL DISTRICT #22 (Vernon)
JOB DESCRIPTION

Position: Responsible Adult (RA)
Job No: TBD

POSITION SUMMARY: Under the direction and supervision of the District Principal of Early Learning & Child Care (ELCC) or designate, the Responsible Adult works within the before or after school care program and works in collaboration with the Early Childhood Educator (ECE) and Early Childhood Educator Assistant (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:

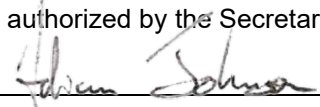
- Grade 12 plus completion of a course, or a combination of courses, of at least 20 hours duration in child development, guidance, health and safety, or nutrition.
- A minimum of three (3) months of recent experience working with youth and children.
- Valid Child Safe first aid certificate.
- Clear criminal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

- Minimum 19 years of age.
- Demonstrated knowledge of the BC Early Learning Framework.
- 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.
- Understanding of the ethics of Early Childhood Education as described in the ECEBC Code of Ethics.
- 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 October 2022
Revised May 4, 2023