



## **School District No. 46 (Sunshine Coast)**

DRAFT JOB DESCRIPTION #CL-14

### **Early Childhood Educator**

Location: All

#### **SUMMARY:**

Under the direction and supervision of the District Principal or designate, the Early Childhood Educator leads before/after school care and works collaboratively with the kindergarten teacher in facilitating the seamless day for kindergarten and primary students. Knowledge of early childhood education is essential to this position.

#### **DUTIES:**

- Assists in providing a classroom environment that fosters the seamless transition between before/after school care and the kindergarten/primary classroom.
- Plan, coordinate and lead a quality before/after school care program for students.
- Establishes positive working relationships with community partners and school staff.
- Uses verbal and written communication to interact with parents and/or caregivers and school personnel.
- Maintains the equipment, supplies and materials.
- Assists in budget preparation and purchase and maintenance of supplies and materials;
- Maintains daily, monthly and quarterly statistics and reports;
- Attends district, community, regional and provincial meetings as requested;
- Communicates positively and effectively, and interact as a collaborative and consultative team member;
- Understands and acts in accordance with school and district and education and child care ministry policies and procedures, district Health & Safety Manual and WorkSafeBC regulations;
- May be required to perform other duties as assigned.
- Maintains the confidentiality of sensitive information seen or heard.
- Maintains familiarity with Workplace Hazardous Materials Information System (WHMIS) / Globally Harmonized System (GHS) and WorkSafe BC

**QUALIFICATIONS:**

- Grade 12 graduation or the equivalent
- Early Childhood Education certificate or evidence of significant coursework in process
- Valid BC Early Childhood Educator License to Practice; or has significant coursework completed towards licensing and the expectation of receiving license within 6 – 12 months
- Valid Childsafe first aid certificate
- A minimum of 3 years of experience as an Early Childhood Educator in a licensed setting including experience working with children from birth to age 5 and experience in an after school care program.
- Demonstrated knowledge of the Ministry of Education’s Early Learning Framework
- Experience creating, organizing, planning and budgeting for an early learning program
- Demonstrated evidence of excellent communication skills in verbal, written and electronic format

N.B.: 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:**

On behalf of:  
School District No. 46 (Sunshine Coast)

On behalf of:  
C.U.P.E. Local 801

\_\_\_\_\_  
Secretary Treasurer

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President

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Date

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Date