

Job Title: Infant Toddler Early Childhood Educator

## Job Summary

- The Infant Toddler Early Childhood Educator will provide a quality caring and supportive child care program to members of the Fernwood community that addresses their unique child care needs, meets all regulatory standards required by federal, provincial and municipal governments, and operates within the Child Care Practitioner Occupational Standards and Code of Ethics as defined by the Canadian Child Care Federation. This position reports to the Director of Family Programs.

## Qualifications / Assets

- Diploma in Early Childhood Education (TTE certification)
- Current BC License to Practice
- Documentation in accordance with Community Care Facilities Branch licensing requirements
- An Understanding of the issues that affect children and their families
- Excellent interpersonal skills with parents, community members
- Mature and responsible attitude towards work
- Willingness to work flexible hours

## Duties & Responsibilities

1. Plan, carry out, and assess developmentally appropriate activities and experiences in harmony with the centre's philosophy
  - Provide a daily balance of active/quiet, indoor/outdoor, and individual/group activities
  - Establish and carry out a daily activity schedule that incorporates child directed activity, care routines and transition times
  - Organize space, equipment and materials before activities
  - Assist children in expressing themselves by listening and responding with questions or comments that extend conversations
  - Use a variety of teaching techniques including modelling, observing, questioning, demonstrating, and reinforcing
  - Encourage and assist children to practice self help daily
  - Plan and carry out experiences that foster an understanding of a variety of cultures and value systems
  - Provide opportunity each day for each child to be alone
  - Provide opportunity for child directed play experience
  - Plan and carry out activities that encourage problem solving

- Provide experiences and play materials that actively promote diversity and acceptance in interactions and attitudes
  - Participate in short and long term planning and evaluation and staff program reviews
  - Learn and use the activities and skills provided to assist children in developing the necessary coping skills for addressing unique life issues
2. Individualize the curriculum
    - Observe how children use materials and interact with each other and adults
    - Use observations to expand play and plan activities that recognize individual difference
    - Initiate referrals or additional services for parents and children
  3. Ensure guidance of children's behaviour that encourages positive self-concept
    - Set reasonable behaviour expectations consistent with center's philosophy and policies
    - Provide positive guidelines such as redirecting, positive language, and positive reinforcement
    - Immediately address problem behaviour without labelling the child
    - Follow behaviour guidance and policies established by the centre and consistent with accepted practice in the field
    - Maintain a knowledge and understanding of the services offered by Fernwood NRG for referral to parents
  4. Ensure the child's environment is healthy and safe
    - Follow the centre's procedures for administering medications and maintaining health records
    - Report all accidents, injuries and illnesses to the manager or delegate and record such incidents in the daily log book and as a serious occurrence if necessary
    - Monitor the environment for hazards
    - Update self daily on children's allergies and other special conditions
    - Establish daily eating routines that are fun for children
    - Attend to children's physical needs for toileting, diapering, eating and sleeping as promptly as possible
    - Report all incidents of child abuse to the supervisor and follow centre procedure and government regulations
    - Release children only to authorized persons
  5. Ensure positive communication with parents
    - Plan for parent conferences

- Discuss the programs daily events and the child's daily progress with parents
  - Accommodate the parent's instructions for daily routines when possible within group routines
  - Encourage parents to participate whenever possible
6. Contribute to the ongoing operations of the centre
- Follow licensing requirements
  - Carry out the responsibilities assigned to you
  - Attend regular staff meetings
  - Maintain confidentiality of all information related to the centre's children, their parents, and staff
  - Participate in the annual performance review process
  - Contribute to annual plan for the centre
  - Plan and carry out annual personal development
  - Keep up to date with early childhood advocacy developments
  - Maintain regular attendance and punctuality
7. Promote the centre within the community
- Actively participate in Fernwood NRG staff activities whenever possible
  - Maintain a positive working relationship with other Fernwood NRG staff and others who work within the building

## Desired Competencies & Behaviours

- Believes in and practices the mission, goals of the program
- Ability to build trust and positive relationships with families in the program
- Act as a role model of appropriate behaviour
- Ability to work cooperatively as a member of the childcare team, facilitating a team environment through personal behaviour, work contributions and the sharing of expertise and knowledge
- Participates in the developing of new ideas and methods for program enhancement and has the ability to adjust and adapt to changes
- Maintains a constant awareness of the "client" and exhibits recognition and appreciation of their needs with the ability to achieve results with positive outcomes for families accessing the program
- Ability to be energetic, resilient and maintains a sense of humour when personal resources are challenged
- Achieves results with positive outcomes for children in the program

- Effective interpersonal skills under all types of conditions, exhibiting a supportive, positive approach
- A high degree of personal initiative with good planning and organizational skills
- Maintains timely and accurate files
- Continuing personal and professional development in related areas
- Actively incorporates volunteers into the program area
- Ability to lift (up to 25 kg)

## Working Conditions

- The Infant Toddler Program is licensed for 20 children – 8 Infants and 12 Toddlers
- Indoor and outdoor activities
- Standing, bending, crouching, some lifting

## Wages

- Wage dependent on qualifications / experience – Starting \$16/hr

## Hours of Work

- Full-time
- Monday - Friday