

**SCHOOL DISTRICT No. 22 (Vernon)  
JOB DESCRIPTION**

**Position: StrongStart Early Childhood Educator (ECE)**  
**Job No: 135**

**POSITION SUMMARY:** Under the supervision of the District Principal of Early Learning and Child Care (ELCC), the StrongStart ECE will be responsible for the delivery of the program and ensuring that the goals and objectives of the program are met. This position is responsible for creating and facilitating a program environment where parents and caregivers participate alongside their children in an interactive, inclusive, play-based setting.

**POSTION DUTIES AND RESPONSIBILITIES:**

- Ensures that the program and activities are developed and maintained in response to the StrongStart BC guidelines.
- Models communication and parenting skills for, and in partnership with, parents and caregivers while honouring diversity and the family as each child's first teachers.
- Provides opportunities for parents and caregivers to observe and practice effective strategies that support early learning and parent's skills.
- Creates, organizes, and maintains a warm and inviting Early Childhood environment that provides safety and security for children and their caregivers.
- Plans, implements, and offers developmentally appropriate open-ended activities and experiences that meet the goals of the BC Early Learning Framework.
- Sets goals and expectations for self and program based on the Reflecting on Quality: Program Reflection Tool for StrongStart BC.
- Develops and maintains positive working relationships with both school staff and community partners.
- Plans and coordinates opportunities for families to connect with community services and schools.
- Maintains registration and attendance records.
- Attends meetings as requested.
- Supports district ELCC initiatives and projects.
- Promotes and advertises SD22 Early Learning & Child Care programs as required.
- Assist with daily cleaning, disinfecting, general housekeeping, and regular environmental safety checks of equipment.
- Maintains program equipment (toys and learning resources).
- Plans, purchases, prepares, and serves healthy and nutritious snacks as needed within a budget.
- Links parents/caregivers to services offered by health authorities, community agencies and other social service providers.
- Maintains confidentiality in all matters relating to children and parents, except where law requires disclosure.

**REQUIRED EDUCATION AND EXPERIENCE:**

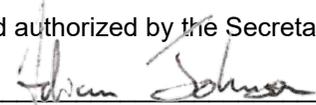
- Grade 12 plus the successful completion of a basic early childhood education training program recognized by the ECE Registry
- Current Early Childhood Educator's Certificate to practice from the BC government's ECE Registry.
- One (1) year of recent experience working as an ECE in an early learning 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.
- A 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 children ages birth to 5 years as well as parents, caregivers, 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

Revised July 2011  
Revised February 2015  
Revised May 2023