



## Coast Mountains Board of Education School District 82

3211 Kenney Street, Terrace, BC V8G 3E9  
Tel. (250) 635-4931 or 1-855-635-4931 • www.cmsd.bc.ca

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Job Title	Early Childhood Educator (Seamless Day)
Department	Learner Support
Location	School Based
Reports to	School Administrator(s)

### GENERAL DESCRIPTION

Under the direction and supervision of the Acting Principal or designate, the Early Childhood Educator (ECE) works in partnership with the in-the-classroom teacher for Seamless Day to facilitate the before or after-school care component of Seamless Day. Knowledge of early childhood education is essential to this position.

### TYPICAL DUTIES

- Establishes positive working relationships with school staff, community partners, families, and children.
- Supports the transition of information between children, families, and classroom colleagues (second ECE and Kindergarten teacher).
- Plans, coordinates, and supports a quality licensed school-age group child care program for early primary students.
- Collaborates with the Kindergarten teacher, second ECE and other school staff to create a seamless transition for children moving between the child care program and the school day.
- With the classroom colleagues, plans and maintains a learning environment that promotes the health, security, and well-being of children.
- Supports budget preparation and purchase and maintenance of supplies and materials.
- Attends meetings as requested.
- Maintains statistics for child care reports.
- 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, Child Care Licensing Regulation, and WorkSafeBC.
- Maintains familiarity with Workplace Hazardous Materials Information System (WHMIS) / Globally Harmonized System (GHS).
- Completes ongoing professional development and maintains ECE Certificate to Practice

### ACADEMIC/WORK EXPERIENCE QUALIFICATIONS

- Completed Post-Secondary Certificate or Diploma as an Early Childhood Educator.

- Clear criminal record check and up to date Immunizations as required by the Child Care Licensing Regulation.
- Current Early Childhood Educator's Certificate to Practice from the BC government's ECE Registry.
- A minimum of 3 years of recent experience within a licensed child care setting.
- Demonstrated knowledge of the British Columbia Early Learning Framework and the Indigenous Early Learning and Child Care Framework.
- Experience creating, organizing, 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, ability to work with minimal supervision

FOR CMSD:	Kiran Bath	<i>Title</i>	Director of Human Resources
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FOR CUPE:		<i>Title</i>	CUPE JEMC Representative
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