



## **JOB DESCRIPTION**

**Department:** Head Start – Sasum House  
**Job Title:** Part Time Early Childhood Educator (ECE) Assistant

### **PURPOSE**

The Early Childhood Educator (ECE) Assistant will provide support to the team lead and team members while providing quality, inclusive, childcare services for young children in a group setting.

### **REPORTING STRUCTURE**

Reports to the Head Start Team Lead

### **DUTIES AND RESPONSIBILITIES**

The ECE Assistant will provide assistance in the following areas:

1. Plan, carry out, and assess developmentally appropriate activities and experiences that promote the wellbeing of each child and that respect the diverse needs of children.
  - Provide a daily balance of active/quiet, indoor/outdoor and individual/group activities
  - Establish and carry out a daily schedule that incorporates child directed activity, care routines and transition times
  - Organize space, equipment and materials before activities ensuring adaptations to the environment as required
  - Assist children in expressing themselves by listening and responding with questions or comments that extend conversations
  - Use a variety of teaching techniques including modeling, observing, questioning, demonstrating and reinforcing
  - Encourage and assist children to practice play self help daily
  - Plan and carry out experiences that foster an understanding of a variety of cultures and value systems
  - Provide opportunities for child directed play experiences
  - Play and carry out activities that encourage problem solving
  - Provide experiences and play materials that actively promote anti-racist and non-sexist interactions and attitudes
  
2. Individualize the curriculum and ensure that all activities are accessible.
  - Observe how children use the materials and interact with each other and with adults
  - Determine specific times during the day when some children may require extra staffing support
  - Use observations to expand play and plan activities that recognize individual differences
  - In collaboration with the Administrator/Coordinator, Senior Early Childhood Educator, staff team and family, recommend referrals or request for additional services for children
  - In collaboration with staff team and the Senior Early Childhood Educator, ensure that all individual plans are regularly reviewed and revised as needed



3. Ensure guidance of children's behaviour that encourages positive self concept.
  - Set reasonable behaviour expectations consistent with the centre's philosophy and policies
  - Provide positive guidance such as redirecting, positive language and positive reinforcement
  - Immediately address challenging behaviour without labeling a child
  - Follow behaviour guidance policies established by the centre and consistent with accepted practice in the field
  - Work cooperatively with the Senior Early Childhood Educator, staff team and community resources to support inclusive practice and address the needs of individual children
  
4. Ensure the child care environment is healthy and safe for all children.
  - Follow the licensing requirements and the centre's procedures for maintaining health records, administering medication and first aid
  - Report all accidents, injuries and illnesses to the Senior Early Childhood Educator or designate and record such incidents in the confidential logbook and as a reportable incident, as required
  - Monitor the child care facility for hazards and take preventative action as required
  - Update self daily on children's allergies, special conditions or other pertinent information
  - Establish daily eating routines that are pleasant for the children
  - Attend to children's physical needs for diapering, toileting, eating and sleeping as promptly as possible
  - Report all incidents or alleged incidents of child abuse as required and follow centre procedures, regional protocols and government legislation
  - Release children only to authorized persons in accordance with centre policies and licensing requirements
  
5. Ensure positive community with enrolling parents/legal guardians.
  - Plan for family conferences
  - Discuss the program's daily events with the enrolling parents/legal guardians
  - Accommodate the enrolling parents/legal guardians' instructions for daily care routines when possible, within the routine established by the group
  - Encourage families to participate in a variety of meaningful opportunities as they are available and interested
  
6. Contribute to the on-going operation of the centre.
  - Follow all licensing requirements
  - Maintain regular attendance and punctuality
  - Carry out the responsibilities of the Senior Early Childhood Educator as the designate when requested
  - Attend regular staff meetings
  - Maintain the confidentiality regarding all information related to the children, families and personnel and fulfill obligations to respect protection of privacy
  - Participate in the annual performance review process and plan and carry out an annual professional development plan as authorized by the Administrator/Coordinator
  - Participate in short and long-term planning, evaluation and the annual program review



- Perform all duties and responsibilities in accordance with the HHHCS's policies
- Perform other duties as required

## **QUALIFICATIONS**

### **Knowledge, Skills and Abilities (KSAs)**

- Has a valid Early Childhood Education Certificate and license to practice.
- A valid safety oriented first aid certificate.
- A valid BC Drivers License.
- A Food Safe certificate or willing to take certification.
- A negative tuberculosis test.
- Criminal Records Check with Vulnerable Sector Search.