NEW Out of school care at Kermode Friendship Society 4714 Park Avenue

Hiring for 3 positions, part time and full time

Starting wage for fully qualified ECE $25

To open end of June 2024

**Job Title:** Early Childhood Educator

**Job Summary:** Provides support and direct care to children 6 and over, including special needs children, to stimulate and develop their intellectual, physical and emotional growth.

**Location:** Kermode Friendship Society Out of School Care Program

**Reporting Authority/Accountability:** This position is accountable to the Executive Director. Through the delegated authority of the Executive Director and the Coordinator of the Kermode Friendship Society Daycare, this position reports directly to the Kermode Friendship Society Aboriginal Head Start Coordinator or the person designated to act in the absence of the Coordinator

**Key Duties and Responsibilities:**

1. Plans, carries out and evaluates developmentally appropriate activities and experiences for children using modeling, observing, questioning, demonstrating and reinforcing techniques. Develops daily program schedules that include indoor/outdoor, active/quiet and individual group activities.
2. Identifies the abilities, interests and needs of children and develops individualized and group curriculum based on these. Recommends referrals or additional services or work in consultation with professionals such as behavioural therapist, occupational therapists and speech language pathologists.
3. Reports on process, behaviours and other issues related to children. Maintains required records and statistics.
4. Participates in preschool planning and evaluation of programs offered by the organization. Provides recommendations for change to the coordinator.
5. Provides work direction to Early Childhood Educator Assistants as required.
6. Attends to the children’s physical needs.
7. Administers first aid and medication in accordance with established policy.
8. Ensures a healthy and safe environment in which the children can interact. Identifies and removes potential hazards.
9. Communicates with families about children’s growth and development. Requests input from and participation of parents in the development of programs. Confers with parents with regard to unusual or problematic issues.
10. Performs other related duties as required.

**Qualifications:**

**Education and Knowledge:**

Early Childhood Education Certificate

**Training and Experience:**

One (1) year recent related experience, or an equivalent combination of education, training and experience.