



Kermode Friendship Society

Aboriginal Head Start Programs

Registered with Revenue Canada as a "charitable organization"

4714 Park Ave, Terrace, B.C. V8G 1W1

Phone 635-4906 Fax 635-7696

Job Title: Early Childhood Educator Infant/Toddler, up to 35 hrs weekly, \$26.50/hr

Job Summary: Provides support and direct care to children under 6, including special needs children or infant/toddlers, to stimulate and develop their intellectual, physical and emotional growth.

Location: Kermode Friendship Society Daycare or Preschool

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. Contributes to reports for children moving onto elementary school. 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 that may include diapering, toileting, eating and sleeping
7. Administers first aid and medication in accordance with established policy.



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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: First Aid Childcare, Valid ECE certification,

Education and Knowledge:

Early Childhood Education Certificate, plus Special Needs and/or Infant/Toddler Certificate

Training and Experience:

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