**Early ChildHood Educator, Head Start**

## JOB DESCRIPTION:

RESPONSIBILITIES

* Assist in annual planning and adjusted delivery of Kermode Early Childhood Programs and services
* As part of a team assist in the delivery of Aboriginal program curriculum lesson plans to children in support of their spiritual, emotional, intellectual and physical growth Actively participate in
* The guidance of children's behaviors in support of positive social interaction and self-concept
* The assurance of a safe and healthy play and learning environment for the children
* The fostering of positive and constructive communication with parents
* The contribution to the on-going operations of Kermode Ealy Childhood Education Programs through the performance of other related duties
* Participate in school bus pick-up/ Drop off procedures( as needed)

## STATEMENT OF QUALIFICATIONS

* Possess a valid Early Childhood Educator Certificate and be willing to undertake sponsored Special Needs Certification training; Will consider ECE Assistant Certificate Possess a valid Child Safe First Aid Certificate or equivalent.
* Have at least 2 years of ECE work experience in a private or community pre­ school setting; Food safe Certificate is not mandatory, however, is beneficial to the program

## KNOWLEDGE, SKILLS & ABILITIES

* Familiar with Community Care Facility Act, Child Care Licensing Act, and Aboriginal Head Start Program

## REQUIREMENTS

* Possess basic computer skills, including the use of Microsoft: Word, Excel, Outlook Express.
* Skilled in the use of a variety of child teaching and reinforcement techniques; Ability and willingness to actively participate in a teaching and childcare environment
* Demonstrates keen child observation skills
* Demonstrates excellent verbal and written communication skills
* Able to work and actively participate in a team setting with co-workers and a variety of child specialists

## MANDATORY REQUIREMENTS

* T.B. test, and up-to-date immunization record
* Criminal record check, vulnerable persons check
* Sign a code of ethics and confidentiality agreement
* Valid First Aid Ticket
* Annual Medical Clearance
* Current ECE license to practice

## WHY WORK FOR KERMODE FRIENDSHIP SOCIETY:

* Non-Profit Society
* Part of the Aboriginal Headstart Association of BC
* Part of the BC Aboriginal Friendship Society
* Do what you love - Making a difference in the lives of young children
* Passionate about quality childcare
* Pension
* Medical and Dental Benefits
* Opportunities for paid professional development
* Paid time off at Christmas
* Staff Appreciation Fund
* Team atmosphere
* Supportive and Encouraging workplace

Please submit application package, resume cover letter, and applicable employment references to Human Resources: [hr@kermodefriendship.ca](mailto:hr@kermodefriendship.ca)