

School District No. 53 (Okanagan Similkameen)
Job Description

JOB TITLE: Early Childhood Educator

JOB NUMBER: 136

RESPONSIBLE TO: Principal or Designate

JOB SUMMARY: Under the supervision of the principal or designate, the early childhood educator works collaboratively in the classroom with, and under the guidance of, the classroom teacher in implementing the seamless day for kindergarten and primary students.

JOB DUTIES AND RESPONSIBILITIES:

1. collaboratively support, plan and deliver early learning activities in the classroom;
2. create an environment that fosters the seamless transition between before/after school care and the kindergarten/primary classroom;
3. may work directly with students to provide a wide range of academic assistance, monitoring behaviour, and facilitating integration in the classroom and school environment;
4. plan, coordinate and facilitate before/after school care program for students;
5. assist in budget preparation and purchase and maintenance of supplies and resources;
6. maintain daily, monthly and quarterly statistics and reports;
7. attend district, community, regional and provincial meetings as requested;
8. participate in job-related training and staff development;
9. communicate positively and effectively, and interact as a collaborative and consultative team member;
10. understand and act in accordance with school and district policies and procedures, district Health & Safety Manual and WorkSafeBC regulations;
11. maintain confidentiality; and
12. other duties as assigned.

REQUIRED QUALIFICATIONS:

1. grade 12 plus a current early childhood education (ECE) certificate and emergency childcare first aid certificate;
2. two years experience, obtained within the last three years, as an early childhood educator (in addition to experience acquired in obtaining the ECE certificate). Experience must include working in a licenced before/after school care;
3. experience creating, organizing, planning, implementing and budgeting for an early learning program;
4. experience in implementing quality play-based learning strategies to address literacy, numeracy, and social-emotional development;
5. ability to take direction from supervisor(s) and work as part of a team including district and school staff, parents, children, volunteers, professionals, and community members and to build positive professional relationships with parents and colleagues;
6. effective communication skills in verbal, written and electronic format;
7. strong problem-solving and organizational skills;
8. physical ability to perform all aspects of the position; and
9. such other qualifications, skills and abilities as may be required to meet curricular requirements in the kindergarten/primary classroom.

April 10, 2025

Note: Clear criminal record checks are required prior to employment with the district.