



Job Posting

Job Title: Infant Toddler Educator

Reports To: Program Coordinator of Smameletawtxw Little Pebbles Daycare

Location: 45603 Yale Road Chilliwack, British Columbia

Term: Full-Time Permanent

Position Summary:

To carry out the goals and objectives of the Aboriginal Head Start Daycare Program under the direction of the Program Coordinator while maintaining the standards of the Community Care Facility Act, and an early childhood philosophy.

Days and hours of employment:

This is a full-time position, Monday to Friday 8:30 am to 5:30 pm

Starting Wage: \$25.00 per hour

Job Duties and Responsibilities:

- To report directly to the Program Coordinator
- Abide by the regulations set out in the Smameletawtxw Little Pebbles Daycare Procedures and Policy Manual as applicable to your position with Aboriginal Head Start
- Actively contribute to the on-going operation of the program to provide a developmentally appropriate classroom environment that reflects the children's learning and growth
- Contribute to the development and implementation of age appropriate curriculum (lesson plans) to nurture and stimulate all domains of children's development
- Ensure guidance of children's behavior that encourages self-concept and are consistent with the AHS philosophy and ECE guidelines
- Assist children in expressing themselves by listening and responding with questions or comments that extend conversations
- Contribute and participate in the on-going planning, evaluating and improvement of the physical environment in the classroom to create opportunities to meet the changing needs of the children
- Participate in regular and positive communication with caregivers and families that includes regular home visits
- Participate and assist in collecting and filing accurate and detailed record keeping to include all required documentation i.e....health records, registration packages, field trip waivers, medication records, attendance records etc.



Job Duties and Responsibilities continued:

- Participate in completing developmental progress reports for each child and ensure they are reviewed at a meeting with each family
- Demonstrate cultural competency and respect for the child's background by incorporating the cultural, linguistic and familial values and beliefs into the childcare program and lesson plans
- Participate in providing a classroom environment that encourages parent and elder participation
- Liaison with children's families to ensure smooth transition from home to Daycare
- Documents and reports any symptoms of child abuse to Program Coordinator
- Reports all classroom concerns to Program Coordinator in a timely manner
- Participate in relevant training and/or educational opportunities when made available
- Participate in all development and evaluation of center's goals and objectives
- Participates in assuring a healthy, safe, clean and developmentally appropriate environment for children
- Liaison and exchange information with any and all community services and resources relevant to the center

Qualifications:

- Possess and maintain a valid Early Childhood Education Certificate and a License to Practice (in accordance with Community Care Facilities Branch licensing requirements).
- Valid safety oriented first-aid certificate
- Criminal Record Clearance
- Proof of immunization
- Familiarity of the Community Care Facilities Act
- Awareness of child development milestones ages 0 – 6
- Ability to work with Aboriginal families and willingness to share in and participate in cultural activities
- Ability to work independently or in a team setting

Successful candidates are subject to a satisfactory Criminal Record Clearance

Please submit resume and cover letter to MQHS
Via email to admin@mqhs.ca or fax 604-820-2175

MQHS thanks all applicants for their interest, only those selected for an interview will be contacted.