



## JOB POSTING

### EARLY CHILDHOOD EDUCATOR SUPERVISOR

#### JOB OVERVIEW

Job Title	Early Childhood Educator Supervisor
Department	Health and Social Development
Location	Doig River First Nation
Reports To	Early Learning Programs Manager

#### GENERAL JOB DESCRIPTION

The Early Childhood Educator Supervisor (ECE) reports to the Early Learning Programs Manager and is responsible for developing and implementing early childhood programs relating to the Aboriginal Head Start and infant development programs. Working collaboratively with the Early Learning Programs Manager and the Early Childhood Educators, the incumbent will ensure that the early childhood and infant care programs support improved outcomes for DRFN children for health, social development, early learning and education. This position requires the incumbent to be supervising on floor daily and floating between different program rooms depending on the staffing needs/ratios as well as supporting the Early Childhood Educators and children.

We believe childcare should foster the development of the whole child – culturally, socially, physically, intellectually, creatively and emotionally. With these principles in mind, we are seeking an experienced professional who can design, deliver and assess infant development programming as well as pre-school programming based on the Aboriginal Head Start Initiative.

#### DUTIES & RESPONSIBILITIES

1. Follows the general day to day activities or operations of the infant, toddler and pre-school programs.
2. Maintaining appropriate staffing levels and schedules as per licensing regulations.
3. Identify and plan professional development opportunities.
4. Ensuring policy, licensing standards and regulations are met.
5. Ensuring the infant, toddler and pre-school programs follow the 6 components of Aboriginal Head Start and meets the needs of the children and community.
6. Fostering of positive and constructive communication daily with families regarding closures, child milestones and any concerns that may arise.
7. Establish, develop and maintain relationships with school districts, health departments, health authorities, key stakeholders, funders and Chief and Council.
8. Supervises the ECE's on the floor and ensures that weekly program plans are created and implemented.
9. Provide monthly calendars in collaboration with the Early Childhood Educators for curriculum planning to send to the Early Learning Programs Manager.

10. Supervises and assists Early Childhood Educators are completing their daily duties ensuring that the centre remains clean, orderly and safe.
11. Responsible for making sure the van and buses are in working order and are serviced for field trips.
12. Facilitates workshops for families as required.
13. Weekly check-in meetings with the Early Learning Programs Manager to keep communication clear and open.
14. Develops, supervises, implements and evaluates infant development and early childhood programs in alignment with Tsaa? che ne dane culture and Beaver Language.
15. Ensures clear, professional and friendly communications with all staff, children, parents, volunteers and others utilizing the facility.
16. Takes responsibility for ensuring the safety of program participants and other users of the facility.
17. Conducts administrative and other duties as required.

## QUALIFICATIONS

### Experience

- Minimum five years' experience working in early learning and/or childcare centre
- Bus driving experience an asset
- Aboriginal Head Start and/or Indigenous Support Worker experience an asset

### Education

- Completion of post-secondary certification in early childhood and infant development plus several years related work experience
- ECE license to practise from the BC Early Childhood Educator Registry
- Infant and Toddler Educator certification an asset

### Knowledge

- Of BC Early Learning Framework (ELF)
- Awareness of the expectations and requirements of Community Care Licensing
- Knowledge of and ability to work within the ECEBC Code of Ethics
- Experience working with diverse families
- Experience working with infants, toddlers and children with complex needs

### Cultural Understanding

- Understanding, appreciation of and respect for the diverse nature of the Tsaa? che ne dane culture and its' people
- Ability to incorporate a grass roots mentality into all programming including utilization of traditional Tsaa? che ne knowledge and Beaver language

### Skills

- Supervisory experience with strong leadership skills that promote collaboration and learning
- Highly self-motivated and able to work independently with confidence and efficiency
- Ability to self-regulate, meet deadlines and pay attention to detail
- Ability to be relied upon to ensure the security of the Dane che' adliih de' kwą (People's Prayer House) facility

- Demonstrate integrity, empathy, trust, respect and understanding while always acting with professionalism
- Effective negotiation, mediation, conflict resolution, advisory and community engagement skills
- Excellent listening, oral and written communications skills including ability to conduct oral and visual presentations, and write reports on programs
- Excellent coordinating skills and the ability to effectively managing frequently changing priorities and tasks while ensuring all internal and external deadlines are met
- Ability to work as a member of a team, within a larger community
- A belief in and respect of competency of young children
- An understanding of the impact adult interactions and relationships have on the development, learning, sense of identify and overall well-being of children
- Ability to plan for and prepare healthy snacks or meals
- Proficiency in the use of computer programs for word processing, databases, spreadsheets, email and internet
- Responsible for identifying and upgrading skills necessary to perform job duties

#### Additional Qualifications

- Clean criminal record check
- Trauma informed care training
- Emergency Childcare First Aid plus CPR-AED
- Valid First Aid Certificate with CPR level B or C
- Food Safe
- Workplace Hazardous Material Information System (WHIMIS)
- Class 2 Driver's License would be an asset

#### HOW TO APPLY

Please submit your resume and credentials by September 2, 2024 by mail or email to:

Tracey Byam, HR Manager  
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