Early Childhood Educator
Temporary Appointment
Posting # 2022024

Summary

Reporting to the Director of the Junior School and working collaboratively with other members of the Early Childhood Education team and other teaching colleagues, the Early Childhood Educator provides care and education to 3- and 4-year-old students in the preschool/Junior Kindergarten program.

The ECE staff are expected to embrace inquiry and play-based learning through enacting the BC Early Learning Framework, with an emphasis on developing curious and engaged learners. The Early Childhood Educator will plan, organize, and guide children in a range of activities that stimulate and develop their intellectual, physical, and emotional growth, while ensuring all safety regulations are met.

As a member of the SMS community, the educator is responsible for upholding the mission and vision of St Margaret’s School. Key to this role is a motivation to work in an environment that develops competent, confident, and courageous girls.

Responsibilities will include but are not limited to the following

- Collaborate in the creation and implement of daily activities that support and promote the development of early learners’ motor, language, social, cognitive, and creative arts skills.
- Develop, prepare, and implement curriculum and learning plans in a manner that is in accordance with Provincial legislation and regulation and the school’s philosophy.
- Design activities that meet the needs of early primary children and strategies to meet their individual needs.
- Engage with children in small group, large group, and one-to-one settings by guiding free play, assisting with social dynamics, and helping children in their self-care skills
- Assess the skills, abilities, interests and needs of the children.
- Document student conversations, work, and developmental progress, and write developmentally appropriate progress reports.
- Observe children for signs of learning disabilities or emotional problems and take appropriate action with the school Learning Support team.
- Discuss progress or concerns about children with parents and other colleagues.

Hours

Shifts vary between 8:00am and 5:30pm
(January 2022- June 2022)

This is a bargaining unit position in the Professional Employees Association

Salary

$21.67 – $23.95/hour - Educator

Rates are depending on with or without a 2-year diploma and the candidate’s years of service @ SMS

Today’s Date: November 30, 2021 | Closing Date: Until Filled
Effective Date: January 10th, 2022

Internal / External Posting

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• Follow the behavior guidance program which emphasizes redirection and positive strategies.
• Participate in preparation and clean-up of snacks and meals.
• Guide and assist children in the development of proper eating, dressing and toilet habits.
• Perform designated data-keeping tasks - developmental observations, attendance, maintenance of children’s files (e.g., health and social records, incident reports, schedules), as required by licensing and the school.
• Maintain a safe, attractive, and orderly environment.
• Assemble and arrange materials for bulletin boards and displays of children’s work.
• Assist with playground supervision and extra-curricular activities such as field trips, assemblies, music programs and other special events.
• Ensure that practices and procedure to safeguard the health and safety of children are followed.
• Respond to illness and injuries, including providing safety oriented first-aid care and report in writing any incidents to the supervisor and licensing as required.
• Maintain an open, respectful dialogue with parents and co-workers.

Core Competencies

• Reliable, accountable, and dependable
• Flexible, versatile, and innovative
• Strong communication skills
• Ability to collaborate with others on a team
• Decision-maker and solution-seeker
• Supportive and encouraging
• Organized and insightful
• Energetic, creative, and self-motivated
• Friendly and professional
• Good time management

Requirements and Qualifications include

• Early Childhood Education and Care Certificate or Diploma
• Current Early Childhood Educator License to Practice
• Undergraduate degree specializing in Early Childhood Education an asset
• Current Safety Awareness & First Aid for Childhood Emergencies Certificate
• Ability to successfully obtain Ministry of Justice criminal record check clearance
• Proven, recent experience working with three and four-year-old children
• Superior organization and interpersonal skills in working with colleagues and parents
• Ability to work collaboratively as part of a team
• Effective communication and problem-solving skills
• Willingness to work in a busy and dynamic environment
• Actively support the vision, mission, and values of our School
Interested candidates are invited to submit an application package, which includes a covering letter, curriculum vitae and professional references (in Word or PDF format), quoting the Posting #2022024, by December 14th, 2021 to:

Human Resources
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