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## **Early Childhood Educator(s)**

- 1. ECE Infant/Toddler**
- 2. ECE Basic**
- 3. ECE Assistant**

***Email Resume and optional Cover Letter to  
info@ecel.ca***

Facility: **Educare Early Learning – Langley**

Location: **Langley City**

Website: **www.ecel.ca**

Employment Terms: **Full-Time**

Position Start Date: **ASAP**

Hours of Work: **40 hours per week**

Salary Benefits: **Hourly wage \$14.00-\$19.50/hr plus full benefits after 3 months  
(dependent on type of license and experience applicants have)**

### *Qualifications:*

- A valid Early Childhood Education Certificate and license to practice (in accordance with the *Child Care Regulation*)
- A valid safety oriented first aid certificate
- A FoodSafe certificate
- A tuberculosis test
- A criminal record check clearance letter

### *Job Summary:*

Provide quality, inclusive child care services for young children in a group setting under the direction of the center's Senior Early Childhood Educator.



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*Job Duties:*

*1. Plan, carry out, and assess developmentally appropriate activities and experiences that promote the well-being of each child and that respect and reflect the diverse needs of children.*

- Provide a daily balance of active/quiet, indoor/outdoor and individual/group activities.
- Establish and carry out a daily schedule that incorporates child directed activity, care routines and transition times.
- Organize space, equipment and materials before activities ensuring adaptations to the environment as required.
- Assist children in expressing themselves by listening and responding with questions or comments that extend conversations.
- Use a variety of teaching techniques including modeling, observing, questioning, demonstrating and reinforcing.
- Encourage and assist children to practice self help daily.
- Plan and carry out experiences that foster an understanding of a variety of cultures and value systems.
- Provide opportunities for child directed play experiences.
- Plan and carry out activities that encourage problem solving.
- Provide experiences and play materials that actively promote anti racist and non sexist interactions and attitudes.

*2. Individualize the curriculum and ensure that all activities are accessible.*

- Observe how children use the materials and interact with each other and with adults.
- Determine specific times during the day when some children may require extra staffing support.
- Use observations to expand play and plan activities that recognize individual differences.
- In collaboration with the Administrator/Coordinator, Senior Early Childhood Educator, staff team and family, recommend referrals or requests for additional services for children.
- In collaboration with the staff team and the Senior Early Childhood Educator, ensure that all individual plans are regularly reviewed and revised as needed.

*3. Ensure guidance of children's behaviour that encourages positive self concept.*

- Set reasonable behaviour expectations consistent with the centre's philosophy and policies.
- Provide positive guidance such as redirecting, positive language and positive reinforcement.
- Immediately address challenging behaviour without labeling a child.
- Follow behaviour guidance policies established by the centre and consistent with accepted practice in the field.



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- Work cooperatively with the Senior Early Childhood Educator, staff team and community resources to

support inclusive practice and address the needs of individual children.

4. *Ensure the child care environment is healthy and safe for all children.*

- Follow the licensing requirements and the centre's procedures for maintaining health records, administering medication and first aid.
- Report all accidents, injuries and illnesses to the Senior Early Childhood Educator or designate and record such incidents in the confidential log book and as a reportable incident, as required.
- Monitor the child care facility for hazards and take preventative action as required.
- Update self daily on children's allergies, special conditions or other pertinent information.
- Establish daily eating routines that are pleasant for the children.
- Attend to children's physical needs for diapering, toileting, eating and sleeping as promptly as possible.
- Report all incidents or alleged incidents of child abuse as required and follow centre procedures, regional protocols and government legislation.
- Release children only to authorized persons in accordance with centre policies and licensing requirements.

5. *Ensure positive communication with enrolling parents/legal guardians.*

- Plan for family conferences.
- Discuss the program's daily events with the enrolling parents/legal guardians.
- Accommodate the enrolling parent's/legal guardian's instructions for daily care routines when possible within the routines established for the group.
- Encourage families to participate in a variety of meaningful opportunities as they are available and interested.

6. *Contribute to the ongoing operation of the centre.*

- Follow all licensing requirements.
- Maintain regular attendance and punctuality.
- Carry out the responsibilities of the Senior Early Childhood Educator as the designate when requested.
- Attend regular staff meetings.
- Maintain confidentiality regarding all information related to the children, families, and personnel and fulfill obligations to respect protection of privacy.
- Participate in the annual performance review process and plan and carry out an annual professional development plan as authorized by the Administrator/Coordinator.
- Participate in short and long term planning, evaluation and the annual program review.