

Class No.:	
Original Date:	
Revision Date:	April 1996 February 2019
Pay Group:	10

CLASS SPECIFICATION

EARLY CHILDHOOD EDUCATOR ASSISTANT- On Call

NATURE AND SCOPE OF WORK

This is an Early Childhood Care and Education position in the Children's Centre on campus. The position works collaboratively with other educators, and with the Centre for Childhood Studies, to provide a nurturing, inclusive and rich early learning environment for young children. The position reports to the Manager of the Children's Centre and to the Dean of the faculty of Education, Health and Human Development.

ILLUSTRATIVE EXAMPLES OF WORK

- Participates in the programs and operations of the Child Care Centre according to the child care legislation and regulations of the Province of British Columbia.
- Provides a nurturing, inclusive and rich early learning environment for children from infancy to 5 years old in dialogue with the Children's Centre's Pedagogical Commitments.
- Guides children based on a strong attunement to children's emotions, thoughts and intentions and offers opportunities for children to represent, communicate and revise their ideas, experiences and feelings.
- Provides and maintains an aesthetic, organized, clean, safe and welcoming environment at the centre.
- Provides indoor and outdoor play experiences for children, balancing the needs for active/quiet play and group/individual play, in accordance with licensing and the pedagogy of the centre.
- Promotes a play based, family-centered early care and learning environment for children by providing a place for them to develop their potential through freedom to explore and engage in the world around them.
- Engages in pedagogical narration as practice with a strong understanding of the BC Early Learning Framework.

- Makes children's learning transparent through documentation that invites and involves families and the broader campus community into children's inquires and learning.
- Collaborates with other educators with a disposition towards research and inquiry.
- Builds positive relationships with children's family members.
- Maintains confidentiality and privacy of all information related to the centre, the children, their families and staff.
- Works in partnership with the Centre for Childhood Studies and participates in research and scholarly inquires in the centre.
- Ensures the health, safety and well-being of the children in the care of the centre by administering medications as required, securing potentially hazardous materials, following emergency procedures, etc. in compliance with the current Child Care Licensing Regulations and according to the established policies and procedures of the Children's Centre.
- Responds to illnesses and injuries, including providing safety-oriented first aid care.
- May be required to take training and act in the capacity of a floor warden as part of the University's Emergency Preparedness Plan (Fire, WHMIS, Earthquake).
- Performs all duties related to the requirements and qualifications of the position.

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS

- Ability to make decisions that are ethical, responsible and always in the best interest of the children
- Understand and adhere to the Early Childhood Educators of BC code of ethics.
- Working knowledge of Early Childhood Education.
- Working knowledge of the legislation and regulations governing child care facilities and programs in the Province of British Columbia, confidentiality, the protection of children, and freedom of information.
- Ability to communicate skilfully and sensitively with children.
- Ability to establish and maintain effective working relationships with other employees, students and the general public.
- Ability to participate in innovative and creative early childhood practices, offering critical reflections on practise and self
- Ability to adapt to changing circumstances and to handle emergencies skilfully.

- Ability to lift heavy objects within WCB guidelines
- Skill in safety oriented first-aid.

REQUIRED TRAINING AND EXPERIENCE

- 30 credits towards an Early Childhood Education training Diploma/Degree program from an approved training institution in child development or child guidance.

REQUIRED LICENCES, CERTIFICATES AND REGISTRATIONS

- Current physician's letter of mental and physical health suitable to be employed working with young children.
- A valid safety oriented first-aid certificate.
- Record of immunization per Ministry of Health guidelines.
- In accordance with the BC Criminal Review Act, must provide a current, clear criminal record check.