

Class No.:	
Original Date:	March 2024
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Pay Group:	22

CLASS SPECIFICATION

EARLY CHILDHOOD LEAD EDUCATOR

NATURE AND SCOPE OF WORK

The Early Childhood Lead Educator, with minimal supervision from the Manager of Children's Services, provides guidance to the personnel and day to day oversight of their learning space including communicating with and building strong relationships with parents. The position is also responsible for the care, education, and well-being of children aged 0-5. The Lead Educator works collaboratively with other incumbents, educators, the pedagogist and atelierista and with the Centre for Childhood Studies, to create a nurturing, inclusive and rich early learning environment for young children.

The Lead Educator demonstrates strong leadership and organizational skills along with sound ethical and professional practices, which reflect the ECEBC Code of Ethics and the BC Early Learning Framework. ECEs and the Children's Centre(s) stand as allies with the BC Aboriginal Childcare Society, working in all ways to honour the Indigenous Early Learning and Care Framework in daily practice.

The Children's Centre(s) works in partnership with the Centre for Childhood Studies acting as an academic, living laboratory where educators, students, faculty, children, and families are in collaborative, generative and reciprocal partnerships that inform curriculum and course development. Early Childhood Educators actively engage in the mentorship of ECCE students, bringing classroom theories into practice.

Reporting to the Manager of the Children's Centre(s), this role requires high levels of sensitivity, diplomacy, and confidentiality.

ILLUSTRATIVE EXAMPLES OF DUTIES

- Assists the manager in ensuring the health and safety of the children, in compliance with the BC Community Care and Assisted Living Act's current Childcare Licensing Regulations and Capilano University Children's Centre's policies and procedures.
- In consultation with the manager, safeguards employees by maintaining compliance with WorkSafe BC regulations and University Safety Policies.

- In consultation with the manager, assists with organizing and delivering the programs and operations of the Childcare Centre(s).
- Responsible for scheduling of staff, ensuring all shifts are covered to meet childcare licensing regulations for staff to child ratios. Coordinates coverage for staff absences as required.
- With the manager, participates in interviews, orientation of new employees and providing input during probationary and performance reviews.
- Ensures team meetings occur regularly and provides feedback to the manager.
- In consultation with the Manager, guides and models key skills/strategies for pedagogical listening and attunement, encouraging dialogue and providing guidance and advice to facilitate resolutions.
- Ensures learning space is safe and well maintained identifying any issues to Facilities Services for resolution.
- Ensures learning space is stocked with appropriate supplies and materials.
- Ensures the Early Childhood Educators within area of responsibility document reportable and non-reportable incidents in accordance with Childcare Licensing Regulations and ensures follow up if required.
- In collaboration with the Manager and the other Team Leads, organizes, and implements the transition of children from one program to the next, including communicating with the families and ensuring all pertinent information is transferred to the new team/room (ie. allergies, care plans, emergency cards).
- Participates in the welcome and orientation of ECCE students and provides mentorship and supervision of practicum students alongside the educators in their room. Any major challenges/concerns will be brought to the attention of the Children's Centre(s) Manager.
- Provides regular communication with families and, when required, arranges confidential conversations with parents regarding any challenges/concerns observed in the children. Includes the Manager as required; ensures team is regularly communicating with families.
- Promotes and supports the inclusion of families with special needs children, requesting support from the Manager if required.
- In dialogue with their team, develops care plans based on the individual child's needs in continuous consultation with government and not-for-profit agencies like North Shore Supported Child Development and BC Centre for Ability.
- Ensures care plans are followed, and training is arranged for staff as required.
- Stays current regarding any medications/allergies within their learning group and communicates any changes with the manager/office assistant. Ensures that allergy and asthma care plans are posted, medication is stored safely, and asthma medication and epi-pens are not expired.

- Ensures that everyone in their room is aware of care plans, allergies, dietary restrictions, photo consent, and other pertinent healthy and safety information.
- Co-creates 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.
- Supports an early care and learning environment that provides a place for children to develop their full potential through exploration and engagement in the world around them.
- Builds positive relationships with children's family members, advocates for children and families in the broader community.
- Works with the team to ensure the health, safety, and well-being of the children in the care of the Centre, following emergency procedures. Responds to illnesses and injuries, provides initial medical attention, administers specialized medical support such as feeding tubes, medications (antibiotics, insulin, epinephrine), attends to allergies and dietary restrictions and facilitates and participates in additional training as required.
- Supports team in maintaining records and logs for each child (consent forms, medication administration records) included sign in/out sheets and attendance. Ensures reportable incidents are documented and communicated to the manager and Vancouver Coastal Health. Ensures all suspected abuse or neglect is reported.
- Ensures the confidentiality and privacy of all information related to the centre, the children, their families, and staff.
- 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 other duties related to the requirements and qualifications of the position.

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS

- Demonstrated ability to organize, trouble-shoot, collaboratively problem solve, work through ethical dilemmas, set goals and intentions, strategize, implement plans and follow through.
- Advanced ability to establish and maintain effective relationships with parents, children, co-workers and other colleagues.
- Ability to act independently with minimal supervision.
- Strong oral and written communication skills, as well as listening skills.
- Working knowledge of Word, Excel, and PowerPoint.
- Strong knowledge and adherence to the Early Childhood Care and Education principles and practices, BC Early Learning Framework and Early Childhood Educators of BC Code of Ethics.

- Understand and adhere to the Community Care and Assisted Living Act, Provincial Childcare Licensing Regulations and the Children's Centre's policies as outlined in the Policy and Procedures Manual.
- Skilled at engaging in vulnerable, transparent, difficult conversations with families.
- Working knowledge of trauma-informed practice.
- Ability to think about and engage with materials to create meaningful and relevant environments with young children.
- Ability to adapt to changing circumstances and to handle emergencies competently and calmly.
- Ability to multitask and maintain attention to detail with constant interruption.
- Ability to physically lift heavy objects (exceeding 10kg) within WCB guidelines.

REQUIRED TRAINING AND EXPERIENCE

- A minimum of two years' experience working in group childcare, preferably in a leadership role.
- Completion of an Early Childhood Care and Education degree program (which includes the Early Childhood Education certificate, Special Needs Education license and/or Infant/Toddler Education license).

REQUIRED LICENSES, CERTIFICATES AND REGISTRATIONS

- Current Early Childhood Educator Certificate (issued by the ECE Registry of BC).
- 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.