



Daycare Manager/Early Childhood Educator

Position Type: Permanent Continuing Contract

Position Title: Daycare Manager/Early Childhood Educator

Reports to: School Principal

Summary:

The Early Childhood Educator is responsible for organizing, preparing, planning and facilitating early learning programs and initiatives in a play-based environment. The Early Childhood Educator will oversee the day-to-day operations for the St. Mary's daycare program and work collaboratively with staff to support early learning initiatives and programs. The ECE will ensure that the goals and objectives of the programs and initiatives are met using the British Columbia Early Learning Framework.

Wage:

\$25.00 per hour - plus Government Wage Enhancement (currently \$4.00 per hour for fully certified ECE's)

Benefits:

Full benefit package available including extended health and dental, 15 accrued paid sick days yearly, 4% vacation pay (includes 3 weeks of scheduled operational closures), 7% employer matched pension

Duties:

- Ensure that program initiatives are developed and maintained in response to the Early Learning Framework and other local initiatives
- Maintain detailed daily program records
- Produce reports and work plans in cooperation with the Principal as required
- Set up, establish and operate the Early Learning Program and initiatives under the supervision of the Principal
- Ensure that the activities reflect the stages of child development and fosters healthy learning and guidance of the child and family
- Create care plans when required
- Establishes a tracking system to ensure care plans are up to date and reflect the current needs of the child and program, including annual care plan reviews
- Encourages parents to participate in the education of their children and assists in referrals to community services and supports as appropriate
- Collaborates with the school to facilitate a smooth transition for families into kindergarten

- Works collaboratively with teachers, school staff, Early Childhood Educators and other district staff to support and advocate for play-based early learning programs and initiatives
- Attend meetings as required

Required Knowledge, Abilities, & Skills:

- Current BC Early Childhood Education certification
- Current child care First Aid certificate or willingness to obtain
- Clear Criminal Record Check including vulnerable sector search
- Foodsafe certification
- Training/experience working with 3-5 year old children
- Experience working with parents/guardians
- Demonstrated knowledge of child development, family dynamics, and community resources
- Excellent interpersonal and communication skills; ability to be culturally sensitive; collaborative and resourceful
- Knowledge of using Microsoft Office programs
- Ability to maintain confidentiality
- Team leadership experience

About our Program:

St. Mary's Daycare is a community of dedicated educators and families who work together to develop the whole child. We believe in building relationships to help nurture our children as they grow and develop. Our curriculum accounts for all stages of child development and takes a holistic approach that fosters physical, emotional, social, and behavioural growth. Our goal is to foster a love for learning that lasts a child's whole life.

Our facility has 25 spaces for children 30 months to 5 years old. Staff include a minimum of one early childhood educator (ECE) on site at all times as well as up to two assistants.

Our day to day activities will engage children as they focus on developing age appropriate skills. Curriculum will be play based and include both inside and outside time and activities. We recognise that each child is an individual and each family will have different needs and expectations. Our child centered approach will stimulate interaction, creativity, and learning through active hands-on exploration based on children's interests and developmental needs.

How to Apply:

Email cover letter outlining experience and relevant information as well as resume with a minimum of two references and any other relevant documentation to jschroeder@cispg.ca
Attn: Principal

We thank all those interested in this position. Only those selected for an interview will be contacted.