JOB: Casual/Substitute - Early Childhood Educator

TITLE: Early Childhood Educator Substitute

DEPARTMENT: DAYC Child Care Services

POSITION NO: 992709, 992710, 992711, 992712, 992713

SUPERVISOR: ECE Supervisor or Child Care and Family Centre Assistant Manager

LAST UPDATED: February 2018

SUMMARY:
University of Victoria (UVic) Child Care Services provides innovative, creative and responsive child care programs for children from infancy to school age. Child Care Services’ mandate is twofold: 1) providing on campus child care to children of UVic families, and 2) providing support and networking to UVic student families living on and off campus through the UVic Family Centre—the on campus family resource program. All UVic child care programs are based upon the BC Early Learning Framework.

The Early Childhood Educator (ECE) Substitute works as a member of the child care centre team to provide relief staffing when regular child care staff are absent, providing nurturing care and education to children from infancy to pre-kindergarten age in one of the Child Care or Family Centres, working in ratio in the program under the general supervision of one of the child care centre ECE Supervisors or the Child Care and Family Centre Assistant Manager. The ECE Substitute embraces the department’s philosophy and policies, the BC Early Learning Framework, and all provincial regulations to maintain a standard of care that contributes to the Child Care Centre’s philosophy and overarching ethos.

All staff who work in UVic Child Care Services must be immunized in accordance with the childhood immunization schedule. The ECE Substitute must also possess sufficient stamina for full-time work in a busy full day child care centre. The position is physically demanding and includes lifting (if working in Infant/Toddler Centre lifting of children up to 20 kg. will be on a repetitive basis), crouching, bending, standing, outdoor play, and sitting on floor.

MAJOR RESPONSIBILITIES AND DUTIES:

1. Responsibility: Providing care and and early learning to children from infancy to age 5 years.

Duties:
- Working under the direction of the child care centre supervisor, and/or continuing staff members, provide early learning and care, in accordance with the BC Early Learning Framework--meeting children’s needs for 1) well-being and belonging, 2) exploration and creativity, 3) languages and literacies, 4) social responsibility and diversity;
- Under the direction of the centre supervisor or continuing staff, provide outdoor and indoor play experiences for children, balancing the needs for active/quiet play, and group/individual play, in accordance with the pedagogy of the particular centre;
• Build positive relationships with children;
• Build positive relationships with children’s family members, while being sensitive to the boundaries of the ECE substitute position (i.e. deferring to continuing staff members to discuss children’s development with parents/guardians);
• Provide responsive care for children needs including diapering and feeding of infants and toddlers;
• Establish positive and supportive working relationships with other staff through respectful and sensitive communication;
• Maintain confidentiality and privacy of all information related to the centre, the children, their families, and staff;
• Help to maintain a tidy, orderly and clean environment at the centre—assisting staff with laundry, cleaning of tables, play materials, dishes, sweeping, etc., as needed;
• Under the direction of the centre supervisor, may be asked to participate in creating pedagogical narrations.

2. Responsibility: Health and Safety of the Children

Duties:
• Follows established practices and procedures to safeguard health and safety, including the Community Care and Assisted Living Act, Child Care Licensing Regulations and UVIC Child Care Services policies;
• Under the direction of the supervisor and continuing staff, responds to illness and injuries, providing safety oriented first-aid care as needed;
• Notifies centre supervisor of any health and safety concerns.

REQUIRED QUALIFICATIONS:

Skills:
• Strong interpersonal communication skills with children, families, staff, practicum students; community agencies, etc.;
• Demonstrated ability to exercise good judgment, critical thinking, and creative problem solving;
• Demonstrated ability and strong interest integrating the BC Early Learning Framework in a child care program;
• Ability to plan and implement innovative programming based upon the age and emergent needs of children, setting up suitable play-based environments for young children;
• Demonstrated skills in working collaboratively within a team environment;
• Good organizational skills;
• Demonstrated evidence of ongoing professional commitment and development, and an attitude that supports ongoing learning and self-reflection skills;
• Commitment to the ECEBC Code of Ethics, including confidentiality and privacy of information;
• Ability to relate to people from a wide range of backgrounds, understanding and valuing diversity;
• Ability to handle emergencies skillfully and calmly and in compliance with Child Care Regulations and UVic Child Care Services policies;
• Flexibility to work in different Child Care Services centres and work a range of shifts, according to the operational demands;
• Basic proficiency with Microsoft Windows and Outlook (email and calendar).
**Specialized Knowledge/Education:**
- Current Early Childhood Educator Certificate (issued by the ECE Registry of BC);
- Infant/ Toddler and/or Supported Needs Educator Diploma from an Educational Institution recognized by the Community Care Facilities Branch preferred;
- Strong knowledge of the BC Early Learning Framework and ability to implement into practice;
- Strong knowledge of current BC Child Care Licensing Regulations;
- Current first aid certificate;
- Ability to provide a clear criminal record check;
- Documentation of compliance in the immunization program per Ministry of Health guidelines (childhood immunizations).

**Experience:**
- Entry level opportunity. Equivalent combinations of training, education and/or experience will be considered;
- Experience implementing the BC Early Learning Framework in a group child care setting.

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